Microsoft® Word

Getting Started and Learning

Microsoft®

Getting Started with Microsoft® Word

Microsoft Word
Document Processing Program
Version 4.0
for the Apple® Macintosh™

Microsoft Corporation

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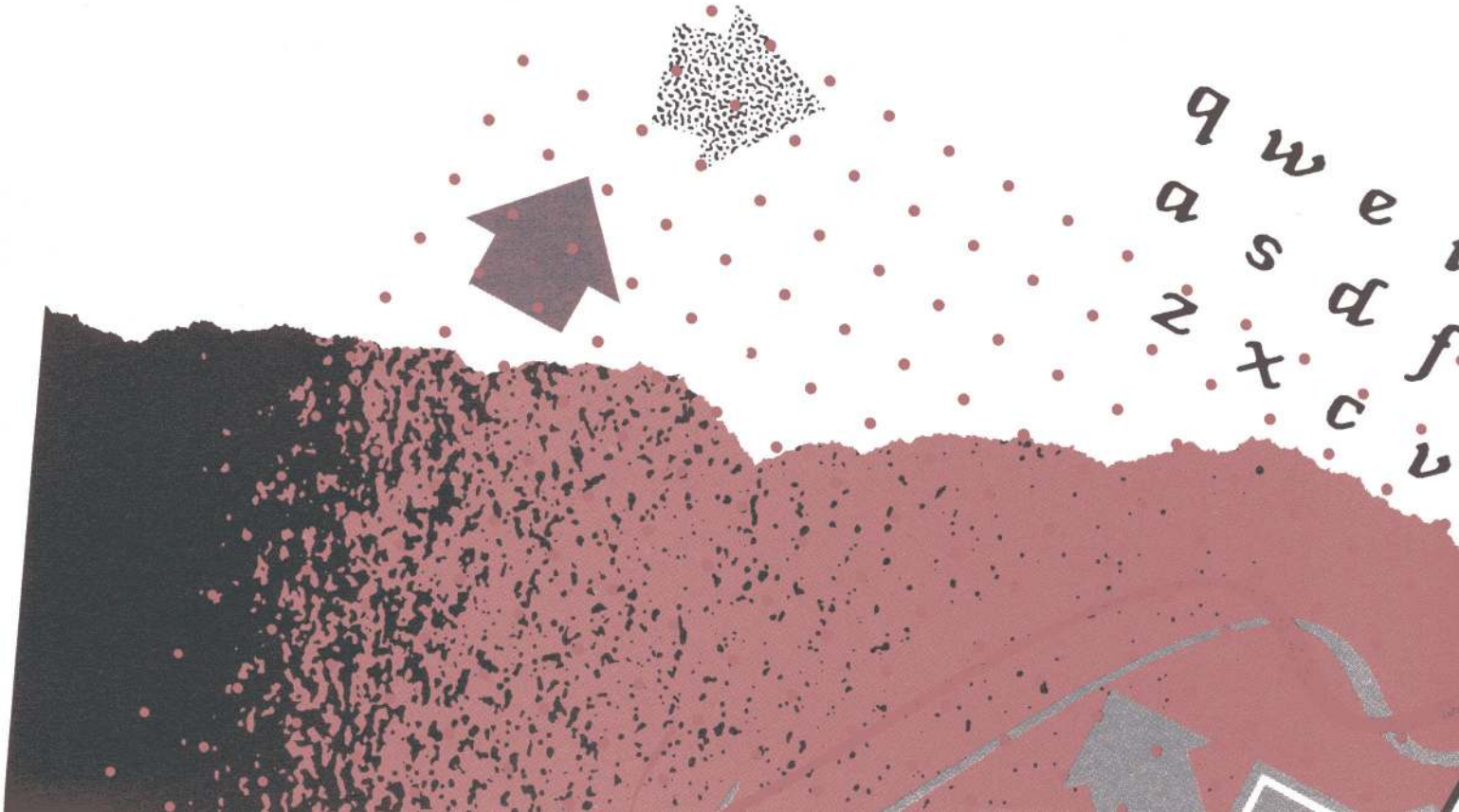
Welcome to Microsoft® Word

Welcome to Microsoft® Word 4 for the Apple Macintosh. With Word, you get all the power you expect from a full-featured word processing program:

- A full array of formatting options that enable you to give each document just the look you want
- The ability to customize menus and keyboard command sequences to suit the way you work
- Spell-checking, using either the MS Dictionary or dictionaries you create
- Automatic hyphenation to even out line length and to give your text a polished and professional appearance
- The ability to merge text with graphics and to access the PostScript language to create custom designs on Apple LaserWriters
- Automatic recalculation of page breaks as you edit a document
- Mail merge for creating form letters and mailing labels
- Alphabetical and alphanumeric sorting
- Footnotes that are automatically renumbered, rearranged, and repositioned as you edit your document
- Windows that allow you to view different parts of the same document or several different documents on the screen at once



And there's more. You also get options that take you beyond simple text editing to complete document preparation. In fact, because Microsoft Word also offers the following features, you can nearly do the work of an entire publishing department:

- Style sheets for easy document formatting — Apply combinations of character and paragraph formats to a paragraph by choosing one command.
- Outlines that are shortcuts to structural reorganization — Organize or reorganize a lengthy report or document by dragging the major headings in outline view.
- Accurate positioning of elements on a page — Use one command to specify exactly where you want a block of text or a graphic printed.
- Enhanced page view/print preview — Create a multi-column layout, insert graphics, and preview the results before printing. If you forget a picture, you can switch to page view, insert the graphic, and edit the surrounding text.
- Spreadsheet-like tables — Define columns of information as a table and add new columns without having to adjust tabs.
- Table of contents and index — Use Word to create tables of contents and indexes across multiple files.

Microsoft Word and your own imagination may be all you need to create professional-looking documents that meet all your business and personal needs.

Introduction

Learning About Word

If you've just opened the Microsoft Word 4 package, you may be trying to figure out the most efficient way to start using Word. Here are some suggestions for using the materials in the package.

1. Everyone should begin with this book. Chapter 1, "What's New in Word 4?," gives both new and experienced Word users an overview of Word's features. Chapter 2, "Setting Up Word," offers helpful hints about setting up Word to work with various Macintosh systems and printers.
2. Next, new Word users will want to turn to "Word Processing Basics." Users new to both Microsoft Word and word processing will want to learn the basic editing skills described in Chapters 3 and 4. If you've used a word processing program but are new to Word, you may want to skip to Chapter 5 to learn about Word formatting.
3. "More Word Power" tells how to use Word 4's more advanced features. Experienced Word users may want to turn directly to "More Word Power."
4. The *Word Sampler* offers examples of the Word commands and features in action. Browse through the *Sampler* for ideas about the best ways to use the power of Word.
5. The *Quick Reference Guide* is a handy memory jogger, offering an overview of keyboard commands and brief summaries of certain procedures.
6. If you need more information, you can look up the topic of interest in the *Reference to Microsoft Word*, which discusses all Word commands and features. Topics are arranged in alphabetical order. You can turn directly to a specific command or you can look up a procedure that involves the use of that command. Either way, you'll find step-by-step instructions to guide you.

Then, after you begin using Word, you can use Word's online Help to jog your memory on how a command or feature works.

Your Microsoft Word package may include a "Read Me First" file on the Program disk which contains additional information. To read this file:

1. Follow the instructions in Chapter 2 for setting up Word on your computer.
2. Double-click the Word icon to start Word.
3. Choose the Open command from the File menu.
4. Select "Read Me First" from the list of files and click Open.

You can print the file after opening it by choosing the Print command from the File menu.

How to Use This Book

Getting Started with Microsoft Word provides startup information, lessons, and practices for learning word processing basics, and it gives you a glimpse of some of Word's advanced features. The Getting Started Documents included with Word provide text for the practices.

This book is divided into three parts:

- "Welcome to Microsoft Word" — The first part (Chapters 1 and 2) introduces you to Word, provides an overview of the new features, and tells you how to get started. You'll learn how to set up your Macintosh and printer to use Word and how to get help from Microsoft Product Support.
- "Word Processing Basics" — The second part (Chapters 3 through 7) contains lessons and practices in essential word processing skills. You'll learn how to enter, revise, and format text, and save and print your document.
- "More Word Power" — The third part (Chapters 8 through 14) features practices in advanced techniques. You'll learn how to organize, edit, format, and finish complex documents.

Symbols in This Book

The following styles and symbols will give you quick insight into how to use information in this book:

- Square-bulleted lists, such as this one, provide information but not procedural steps.
- This symbol (≡) appears at the beginning of each procedure.
- Numbered lists (1, 2) indicate a procedure with two or more sequential steps. Red numbers refer to steps you take to complete a specific practice. Black numbers refer to steps that remind you of what you learned earlier.
- A triangular pointer (▶) indicates a single-step procedure.
- *Italics* indicate words and characters you type. Book titles are also shown in italics.

Throughout the documentation, "Word 4" refers to Microsoft Word Version 4.0 or later.

You should be able to find your way around now, so let's get started. Chapter 1, "What's New in Word 4?," is an overview of new Word features. You may find it helpful to read about them in advance so you'll know what's in store. Or skip to Chapter 2, "Setting Up Word," and install Word, returning to Chapter 1 at your leisure.

Chapter 1

What's New in Word 4?

If you're new to Word, this chapter will give you a quick overview of the features Word offers. If you're an experienced Word user, you'll want to take a moment to notice the differences between Word 4 and previous versions and to preview the new features.

In Word 4, new menu and dialog box arrangements place even more commands and options conveniently within reach. Page view, a new feature in Word 4, enables you to edit all elements of your document and see them as they will appear when printed.

The ruler has also changed. It now has a style selection box from which you can choose or record a style and a new scale icon that gives you a choice of three scales and three sets of markers for making three types of formatting adjustments.

Two major new features simplify and speed page layout. You can create and format tables using three special commands. And you can quickly and accurately position objects in complex layouts thanks to a new feature called "fixed positioning."

Following is a closer look at Word 4's command menus and a brief overview of the program's features and how they've changed.

The New Look

The Word 4 program will seem a little different to experienced users because of changes in the menus, dialog boxes, and screen displays. These changes are designed to place more editing and formatting options quickly within reach.

Convenient Menu Arrangement

If you have worked with earlier versions of Word, you will immediately notice that Word 4's menus are arranged a little differently. All the old commands are there, but some have moved. For example, the Search menu has been eliminated and a Utilities menu has been added.

Briefly, here is a rundown of the changes:

- Format menu — All formatting commands have been placed on the Format menu. Document formatting, including options formerly found in the Page Setup dialog box, is now available through the Format menu's Document command. One new formatting command (the Cells command) lets you format cells created using Word's new table feature and another (the Position command) quickly positions a text block or graphic using Word's new "fixed positioning" method.
- Utilities menu — Word processing functions, such as Find, Change, Spelling, Hyphenate, and Index, are now located on the Utilities menu.
- Help — Word's Help feature is more readily accessible. To make a selection from a list of topics in the redesigned Help facility, you can choose Help from the Window menu, or you can choose the About Word command on the Apple menu.

Browse through Word 4's menus to familiarize yourself with the new commands and command arrangements.

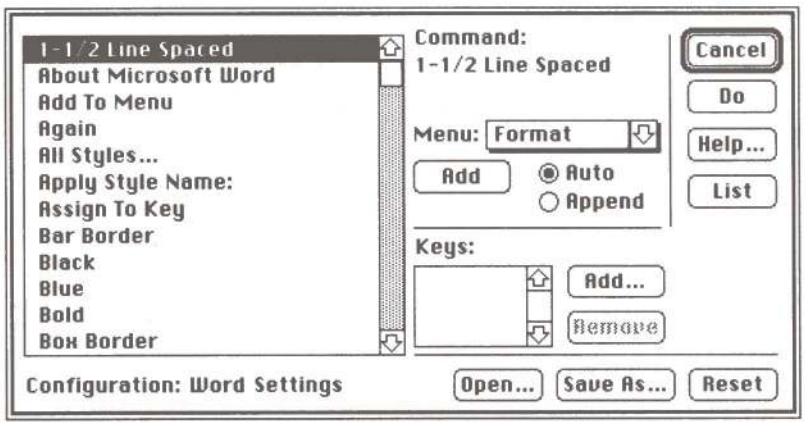
Write Your Own Ticket

If any of these menu arrangements doesn't suit your needs, you can rearrange the menu, and you can customize keyboard equivalents for the commands that you use most often.

Tailor Word's menus to your needs

You can customize any Word menu to make it easier to find the features you use most often. The capability for tailoring menus was introduced in Word 3 with the Work menu. Now it's even easier. With the Commands command on the Edit menu, revising a menu is as easy as selecting options from a couple of lists.

The list box on the left side of the Commands dialog box displays all commands available in Word. You can add any command to any Word menu by selecting the command you want from the list box, and then selecting the menu you want to add it to from the dropdown list box to the right. If you're wondering how to use the list in the Menu box, read on. The dropdown list box is one of Word 4's new controls.



Commands dialog box

Make your own keyboard shortcuts

If you're upgrading to Word 4 from a previous version, you are probably familiar with the keyboard shortcuts for choosing many of Word's commands. They're great time-savers because when you use them, you don't have to move your hand from the keyboard to reach for the mouse each time you want to choose a command.

With the Commands command Keys option, you can create your own keyboard equivalent for any of Word's commands. You can also change any preset combinations.

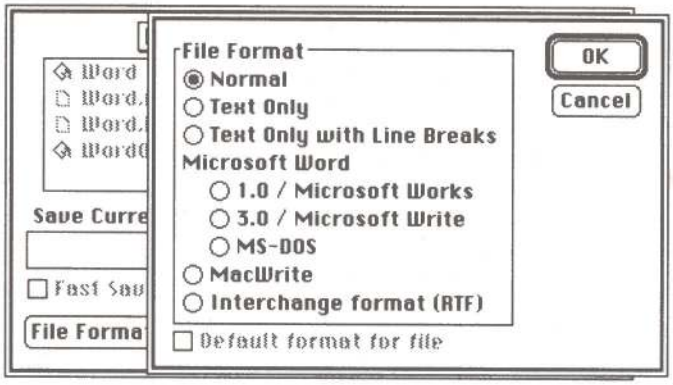
Control Without Clutter

Several of Word's dialog boxes are redesigned to keep the more commonly used features at your fingertips while making a wider range of options easy to find. You can apply these options through:

- Option buttons

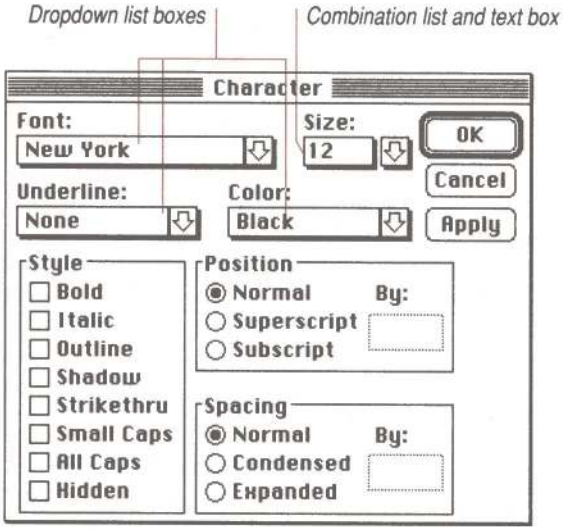
- Dropdown list boxes
- Combination list and text boxes

Option buttons will be familiar to you if you've used Word before. These buttons call up a dialog box from within a dialog box. Word uses them for less commonly used options. To use an option button, simply click it.



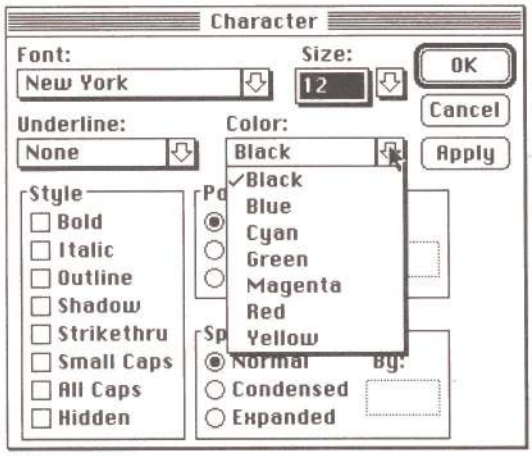
Save As dialog box and File Format dialog box (displayed by clicking the File Format option button)

The two new controls — dropdown list boxes and combination list and text boxes, shown below — look alike until you activate them. When you click the arrow on the right, their appearances change and you treat them differently.



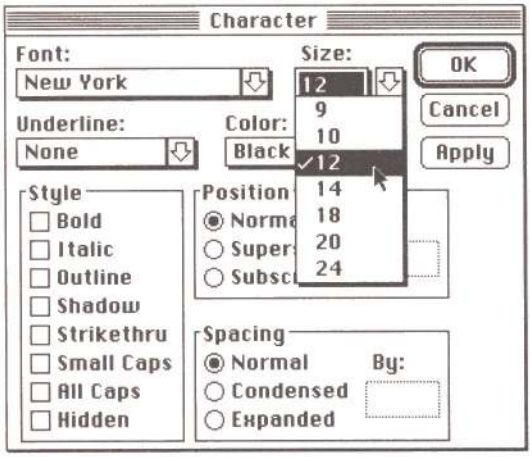
Character dialog box, showing three dropdown list boxes and a combination list and text box

Dropdown list boxes display lists of options such as fonts, units of measure, or text colors when you click the arrow at the right. These hidden lists work much like pull-down menus. When the list drops down, drag to the option you want. When you release the mouse button, the list disappears, and the option that you chose appears in the list box.



Character dialog box with Color dropdown box

Combination list and text boxes work similarly, but you can choose between selecting an option from the list or typing the option in the box. To select an option, click the arrow at the right of the box to view a list of options available. Then drag to select the option you want.



Character dialog box with Size combination list and text box

To type the option, click the text area of the box before typing.

More Hot News

Word also gives you direct access to some options by means of "hot spots." Double-clicking a certain part of a document or window — a hot spot — immediately takes you to a dialog box or another window. For example, double-clicking the ruler opens the dialog box in which you set paragraph formatting.

You can use the following hot spots to speed your work:

Double-click	To open
Tab stop or tab icon (on the ruler)	Tabs dialog box from the Paragraph command
Anywhere else on the ruler	Paragraph command dialog box
Page number panel (status area)	Go To command dialog box
Style name panel (status area)	Define Styles command dialog box
Section mark	Section command dialog box
Footnote reference mark	Footnote window, positioned at that footnote
Corners of page in page view (outside margins; see Page View command for more information)	Document command dialog box
Paragraph properties mark (in the selection bar)	Paragraph command dialog box

In addition, you now have access to certain commands directly from the dialog boxes of related commands on different menus by clicking an option button. For example, the Page Setup dialog box contains a Document button which displays the Document dialog box so you can set new margins after changing paper size or orientation.

Formatting Advances

Word 4 gives you a broader range of formatting options and makes many existing options easier to use. Let's take a look at the new Word 4 formatting features.

Easy-to-Find Options

On the Format menu you'll now find a complete hierarchy of formatting choices. Document formatting has been added to character, paragraph, and section formatting. Document formatting enables you to set options — such as margins — that affect pages throughout a document.

Word's Character and Paragraph dialog boxes have a new, leaner look, thanks to the new dialog box controls described earlier in "Control Without Clutter." All the options are still there, but now they're tucked away until you need them.

A Character Change

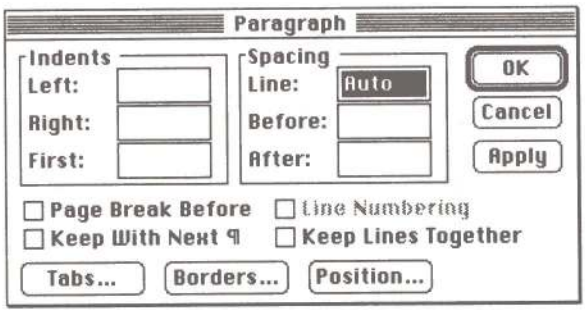
As you saw in the earlier illustrations, the Character dialog box has been reorganized. Options are rearranged, regrouped, and tucked away in dropdown lists to make the box much easier to navigate around. There's also a new category of options — color, now available for displays and printed documents if your hardware supports it.

Briefly, the other major changes are:

- Font and Size options have moved from the bottom to the top, where they're within easy reach.
- Text formats are now grouped into two areas, replacing the large list box that previously headed the dialog box. Many familiar formats remain in the list box at the lower-left corner, but an expanded selection of underlining options is now available through a dropdown list box immediately above.

New Paragraph Options

The Paragraph dialog box's trim new look is deceptive. Option buttons across the bottom offer a variety of formatting choices. There are also some important additions. The ruler, displayed when you choose Paragraph, gains new versatility through a new style selection box and a scale icon. And a new command — Position — gives you more control in positioning objects within your document.

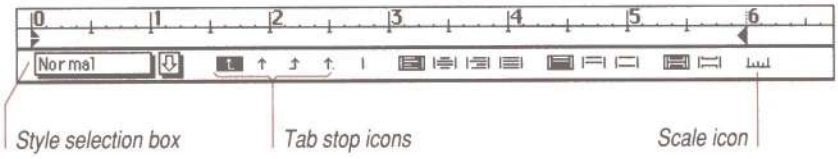


Paragraph dialog box

Here are the major changes:

- Tab stops and their types can now be specified through options available with the Tabs button in the Paragraph dialog box, as well as by dragging tab icons on the ruler.
- The Borders button displays a dialog box with options for adding rules and borders to paragraphs.
- The ruler includes new formatting features.

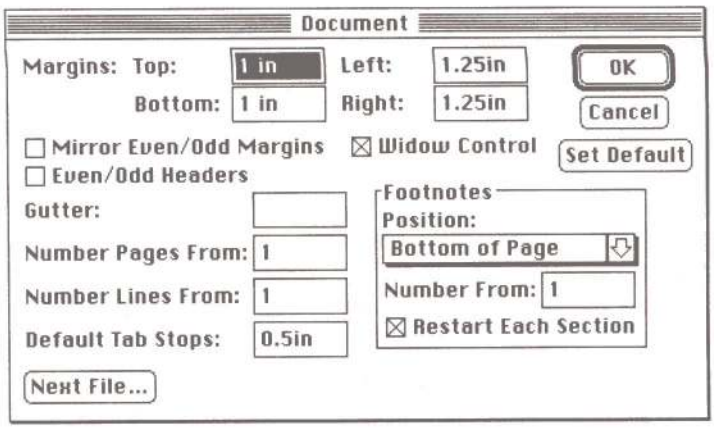
New ruler



Use the style selection box on the left to apply or record a style without going through the Styles or Define Styles command (Format menu). Use the scale icon on the right to choose between normal scale, in which you can drag markers to record settings in the Paragraph dialog box, and page scale, in which you can drag markers to adjust margin settings. When the insertion point is in a table (created by choosing Insert Table from the Document menu), clicking this icon activates table scale, in which you can drag markers to adjust columns.

The Document Command

The Document dialog box is new in Word 4. It contains many options previously found in the Page Setup dialog box, including margin settings, widow control, page-, line-, and footnote-numbering options, and the Next File button. The Page Setup dialog box, still found on the File menu, now contains only the options that directly affect the printing of your document — paper size and orientation, and printer options such as smoothing and font substitution. For convenience, the Page Setup dialog box also includes a button that takes you directly to the Document dialog box.



Document dialog box

The Mirror Even/Odd Margins option expands Page Setup's former Facing Pages feature for printing documents that will be bound. When you select this option, Left and Right margin options change to Inside and Outside, so that you can add space to the margin closest to the binding (Inside). You can also do this by specifying a gutter measurement. Word adds this space to the inside margin of each page.

The Latest in Styles

If you've used earlier versions of Word, you are probably familiar with Word's powerful styles feature. Instead of creating the look you want by applying formats one by one, you can group the formats together in styles. Then you can apply these combinations of character and paragraph formats to selected paragraphs or graphics by choosing one command or pressing a few keys.

With Word 4, you can create and apply styles from the ruler without going through the Define Styles or Styles dialog box.

Word 4 adds another feature you'll find convenient when you work with styles. With the Plain for Style command on the Format menu, you can return selected text to its base style, canceling all character formatting manually applied in addition to a style. You can still remove all character formats except the font and font size, whether applied manually or through a style, by choosing the Plain Text command on the Format menu.

Special Ways to Handle Tables

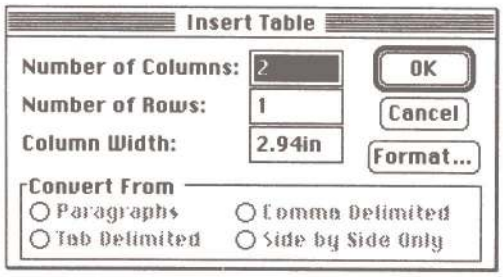
More news on the formatting front: Word 4 has added a tables feature, which enables you to create, edit, and format tabular material with greater flexibility than previously. A table can have single- or multi-line entries. The feature comprises three new commands that enable you to:

- Insert a preformatted Word table (the Insert Table command on the Document menu)
- Insert or delete rows and columns of cells and merge the contents of cells in a Word table (the Table command on the Edit menu)
- Change the formatting of rows and columns in a table (the Cells command on the Format menu)

In addition, the ruler now contains a scale icon that gives you a table scale when the insertion point is in a table. Using this scale, you can respace table columns by dragging column markers.

Insert Table command

By choosing the Insert Table command from the Document menu and setting appropriate options in the dialog box, you can create an empty table with the number of columns and rows and the initial width of columns already defined.



Insert Table dialog box

With the Convert From options, you can convert text in Word 3 side-by-side paragraph format or text delimited by tabs or commas to the new table format. You can click the Format button to display the Cells command dialog box, which gives you more options for formatting rows and columns in tables.

Table command

Once you've created a table in Word, you can choose Table from the Edit menu to add or remove rows and columns, and to merge the contents of selected cells within a row. The merging feature is useful for including titles and other material that spans multiple cells within tables.

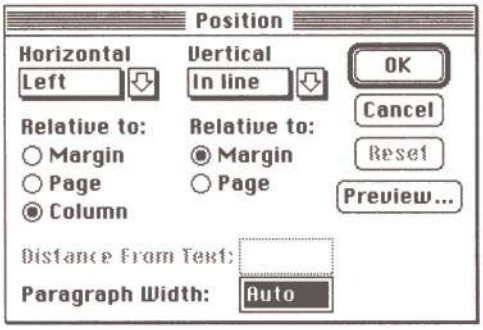
Cells command

To change the spacing of cells and columns or to format borders within a table, choose Cells from the Format menu. Using options in the Cells dialog box, you can modify:

- The width of columns and the space between them
- The indentation and height of rows
- The alignment of rows relative to the margins of the page
- The borders around cells

Put It Where You Want It

Word 4 introduces a new type of format called "fixed positioning." With it, you can tell Word exactly where on the page to place a block of text or a graphic. For example, with the new Position command, you can tell Word to "put this paragraph 3 1/2 inches from the top of the page and 1/4 inch from the right edge of the page." There are no multiple command sequences and no math. Word wraps other text on the page around the positioned object.



Position dialog box

You can choose to position an element relative to the margins, the edges of the page, or a column in a multiple-column format. This gives you more precise control over the appearance of your document.

Sophisticated Layouts Made Easier

Often, creating attractive and sophisticated page layouts is a matter of guesswork — you don't see the results of your formatting choices until the document is printed. Word 4 offers new features that take a lot of the guesswork out of formatting.

Four Views of Your Document

Word 4 gives you four views of your document to help you create, format, design, and print it:

- Galley view — Similar to the earlier document view but with added flexibility. This view gives you greater speed when you are doing a lot of typing or editing.
- Outline view — Enables you to build longer documents on a structure that you can manipulate to rearrange entire sections. (See the "And There's More. . ." section that follows for a discussion of improvements to Word 4's outlining feature.)
- Page view — New with Word 4. Page view displays your document as it will appear when printed, including headers, footers, and footnotes. You can edit the text as you see it.
- Print preview — Debuted as Page Preview in Word 3. Provides a bird's-eye view of your page layouts so that you can check and refine them before printing. You can move directly from print preview to page view by clicking the Page View button.

Galley view

Galley view is the view in which you normally create, edit, and format your documents. Some elements — footnotes, dynamic page numbers, and headers and footers — aren't displayed, and the text is displayed in a continuous stream. Page breaks are marked after you've paginated or printed the document. The simplified display pays off in speed and clarity as you write and edit a document, but you don't see the results of multi-column layouts.

The status area in galley view is larger to display longer names for style and glossary entries, but otherwise the view should be familiar. However, if you take a closer look at the ruler displayed when you choose Show Ruler or the Paragraph command from the Format menu, you'll find some subtle changes that add considerable formatting flexibility to this view. For more information about these ruler changes, see the earlier "New Paragraph Options" section.

Page view

Word 3 introduced a new view of the document — page preview, which showed a reduced display of printed pages, including the elements that aren't displayed in galley view. To make changes, you had to return to galley view.

Word 4 introduces page view, a new editing mode that enables you to see and edit all the elements on your page. This view of how your pages will look when printed displays text at full size. You see headers, footers, and page numbers, and you can scroll to see page breaks and margins. So you get immediate feedback on the effects of editing and formatting changes on your pages.

Page view is a fine-tuning instrument. Use it to adjust your page layout after you've written your document. When you've fully formatted a document, you can immediately see whether adding a few words would add an unwanted extra line to a paragraph. However, you'll find it faster to make extensive editing changes in galley view.

Print preview

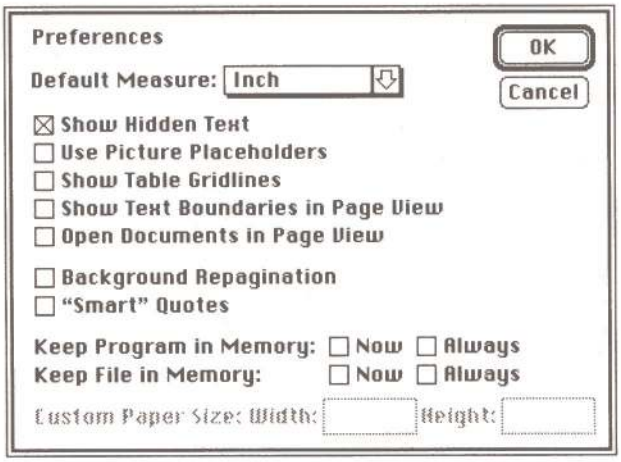
Print Preview, on the File menu, gives you a bird's-eye view of the way your pages will appear when printed. In this view, you can "thumb" through the pages of your document before printing, quickly looking for problems. And you can still move markers to adjust margins, page breaks, page numbers, headers, footers and other text with special formatting.

Print preview has also been improved. The magnifier icon in Word 3 that enlarged the text beneath the pointer has been replaced by a button that moves you into page view, where you can edit the text you see.

You'll find that these different views of your document give you more freedom to experiment with different designs while still enabling you to create your document quickly and efficiently.

Matters of Preference

With Word 4's Preferences command, you can tailor Word options to suit your editing and layout needs. If you have used a previous version of Word, some of the Preferences options will be familiar to you; others will be new.



Preferences dialog box

With these options, you can:

- Scroll faster through a document by turning on Use Picture Placeholders to display placeholders that represent graphics. Word 4 placeholders are sized to fill the space the graphic will occupy.

- Display the boundaries of tables you created using the Insert Table command by turning on Show Table Gridlines.
- Have Word box each block of text in page view so that you can easily visualize the graphic effect of your layouts as you edit page mockups. To do this, turn on Show Text Boundaries in Page View.
- Turn on the "Smart" Quotes option to have Word replace keyboard quotation marks (" and ') with beginning and ending quotation marks to give your printed text a polished, typeset look.
- Automatically open each Word document in page view (turn on the Open Documents in Page View option).
- Have Word automatically repaginate your document as you edit by turning on Background Repagination.
- Specify a paper width and height for printing other than the standard sizes available in the Page Setup dialog box.

Multiple Word Settings Files

Word automatically saves all the defaults you've set in a Word Settings file (stored in the System folder). You can create different Word Settings files for different kinds of documents using the Edit menu's Commands command. This means you don't have to reset the Preferences options every time you change document formats.

New Ways to Work with Other Programs

Some Macintosh programs offer graphic finesse. Others offer data-organizing or number-crunching power. Word 4 not only offers sophisticated word processing capabilities, but it also gives you a way to use the information generated in other programs in your Word documents without tedious retyping or manual pasting.

Direct access to graphics files

Instead of cutting and pasting graphics using the Scrapbook, you can now open MacPaint-type files directly in an untitled document window by choosing the Open command from the File menu.

Maintaining a link with an imported file

Experienced Word users have probably used the Paste command to paste graphics or spreadsheet data from other programs into Word documents. If you're running Word 4 under Apple's MultiFinder, you can now maintain a link between the inserted material and the original file in the other program. Word can use this link to update all or part of the material in the Word document to match the contents of the original file, or vice versa.

Three new Edit menu commands — Paste Link, Update Link, and Edit Link — perform these tasks.

Paste Link Command

To create the link, use the Paste Link command to insert the material from the Clipboard. This command automatically adds to the pasted copy of the material a hidden paragraph containing the name of the program in which the material was created and its

file and area names. (You can also supply this information for selections pasted with the Paste command.)

Update Link Command

Later, you may want to update material pasted into a Word document — for instance, a column of figures in your Microsoft Excel spreadsheet may change. To update the copy, select the area you want to update (the entire insertion or just certain lines, columns, or cells). Then choose Update Link from the Edit menu. Word opens the source document and copies the contents of the selected area into your Word document. If you've applied Word formatting to the replaced area, Word applies that formatting to the new material.

Edit Link Command

You can update both the original file and the Word copy in one operation by having Word open the original file through the Edit menu's Edit Link command. To do this, select the area of the Word document that you want to work on. Then hold down the Shift key while choosing Edit Link from the Edit menu. (Word adds this command when you press Shift.)

Word opens the appropriate file, selecting the information to be updated. You can then make changes to the original file and return to your Word document by pressing Command-, (comma). Your Word document is updated to match the changes made to the original file.

Using a Word file in another program

Now, Word formatting is retained when you move text created in Word into a file for another program. If you copy and paste text to the Scrapbook or to another application, Word converts the material into the RTF file format. If the other application can read this format, the text retains all its formatting.

If you want to transfer a file to another application in text-only format instead of in RTF format, save the file with the Text Only option selected and then open it from the other application.

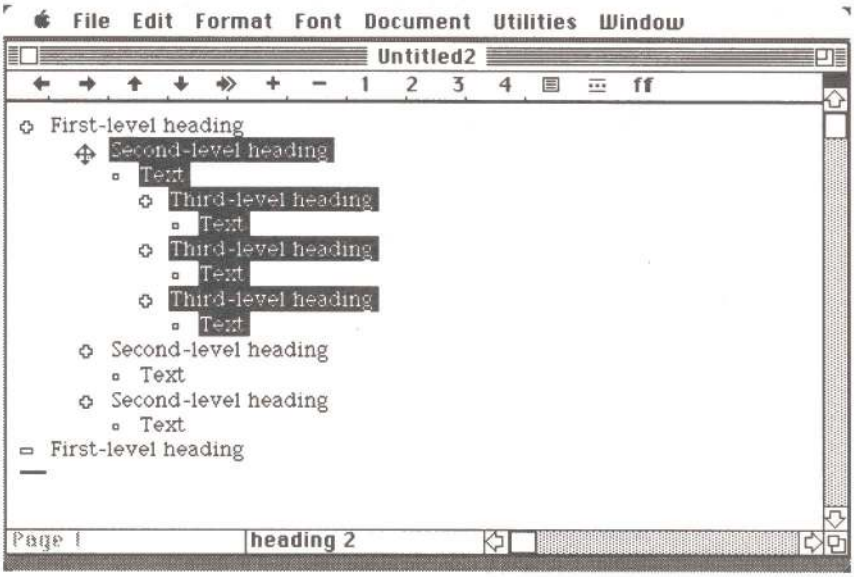
And There's More...

What about the nitty-gritty of word processing — the typing? Word 4 offers an improved outline view for structuring long documents as well as new features that can speed your typing tasks.

Outlining Enhancements

Word's outlining feature was introduced with Word 3. Outlining offers a way to build a document around a structure of headings, which you can then manipulate to rearrange whole sections of the document. A Word outline is also useful as the basis for a table of contents (using the Table of Contents command on the Utilities menu). And, since each heading level you give to a Word outline corresponds to a Word style, you can quickly change the appearance of your document by redefining the heading styles.

With Word 4 the principles are the same, but the window is a little different. To make it easier to use the mouse in outline view, each paragraph has its own icon that you can use to select the paragraph and all subheadings and text beneath it.



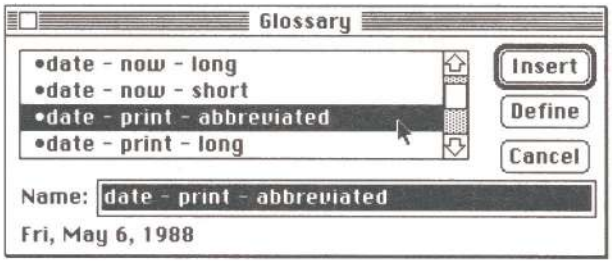
Outlining window

You can use the icon to drag the heading and its subheadings up or down within the document, and to the left or right to promote or demote the heading and subtext.

You can still use icons in the icon bar, or you can use key combinations. With other icon bar icons you can also expand or collapse the display of a certain heading. And a new icon at the right end toggles (alternately turns on and off) a display of character formatting in the outline.

Automatic Date and Time Entries

You may have used date and time entries in headers and footers in earlier versions of Word. Now you can insert dynamic date and time entries in a variety of formats anywhere in a document using Word's new glossary entries.



A few of the new date and time glossary entries

You can add the current date or time as you work on your document or have Word automatically insert the date or time when you print your document.

Inserting Index and Table of Contents Entries

Word 4 makes it easy to code entries for an index or table of contents. You can now select text and choose the Insert Index Entry or Insert TOC Entry command from the Document menu to have Word insert the appropriate codes.

New Command Equivalents for Keyboard Shortcuts

Word users usually have no trouble learning the program's keyboard shortcuts; in fact, they tend to demand more of them. But users let us know that they wanted menu command equivalents for two keyboard shortcuts.

So with Word 4, by popular demand, the Again command (the Command-A key combination) is on the Edit menu and Insert Page Break (the Shift-Enter key combination) is on the Document menu. Of course, the respective keyboard shortcuts are still available (unless you reassign the key combinations).

Expediting Text Searches and Changes

There's a significant improvement to the search commands, now on the Utilities menu. You can now paste text into the Find What and Change To fields of Find and Change. This gives you an automatic way to transfer formatting with text.

The Go To command, used to move to a particular page in a document, has been joined on the Utilities menu by the Go Back command, which returns you to your previous position in a document.

Tracking the Size of a Document

If your work requires that a document comprise a specific number of characters, words, lines, or paragraphs, or if you want to know the size of your document, you can get these statistics by choosing the new Word Count command from the Utilities menu. In the Word Count dialog box, you can specify the statistics you want before beginning the word count.

Word Count

	Main Text	Footnotes	Total
☒ Characters	1486	0	1486
☒ Words	235	0	235
☒ Lines	71	0	71
☒ Paragraphs	71	0	71

Count Cancel

Word Count dialog box

Now that we've whetted your appetite, you're ready to get started. Whether you're a new Word user or have used an earlier version, read the procedures for setting up your Macintosh and printer to use Word 4 in Chapter 2, "Setting Up Word." The steps have changed slightly from earlier versions.

Chapter 2

Setting Up Word

This chapter gives instructions for installing Word on floppy-disk and hard-disk Macintosh systems and for setting up ImageWriter, LaserWriter, and serial printers to run with Word.

Before You Begin

Before you begin, you'll need to know a few basic Macintosh concepts and to make sure your hardware and system software are compatible with Word 4.

What You Should Know

To set up Word 4 on your Macintosh (and to use Word effectively), you need an understanding of basic Macintosh concepts. Before you begin, you should know how to:

- Use the icons on the Macintosh desktop
- Use the mouse to point, drag, click, double-click, and Shift-click
- Start and quit applications using the Finder
- Initialize and copy disks
- Open, copy, and delete Macintosh documents and disks using the Finder
- Pull down menus and choose commands
- Scroll in windows, and resize and reposition windows
- Use the Clipboard to store information

You should also understand such terms as dialog box, list box, check box, and button.

If you are not familiar with these terms or processes, see the Apple manual that accompanies your System Tools disks.

What You Need

Before installing Word, make sure your hardware and system software are compatible with the program.

Hardware requirements

Because the Word program is larger than 400K, you will need two 800K drives or a hard disk to use Word. Word 4 is not compatible with the 128K Macintosh or the unenhanced 512K Macintosh, but it is compatible with the Macintosh 512K Enhanced, the Macintosh Plus, the Macintosh SE, and the Macintosh II.

System and Finder compatibility

Word 4 does not include the Macintosh System and Finder. Before working with the Word 4 program, be sure that your System and Finder files are compatible with the program.

On Macintosh systems other than the SE and II, Word 4 is compatible with System Version 3.2 and later versions, and with Finder Version 5.3 and later versions. On SE and II systems, System Versions 4.1 and later and Finder Versions 6.0 and later are needed.

If your System and Finder are not compatible with Word, you can get the latest versions from your authorized Apple dealer in a system software update. The update package contains System Tools, which includes the latest System and Finder versions and the latest documentation.

System Tools 5.0 or later also includes MultiFinder, which Word 4 uses with its new Link commands to access files from other programs. You cannot use the Paste Link, Update Link, and Edit Link commands unless MultiFinder is installed and turned on. To install and use MultiFinder, read the *MultiFinder User's Guide* which comes with the System Tools disk.

The following disk setup procedures ("Preparing to Use Word") are based on Macintosh System Tools 5.0, which includes System Version 4.2 and Finder Version 6.0.

Preparing to Use Word

After making sure your Macintosh hardware and system software are compatible with Word 4, take a few moments to make personalized backup copies of the Word master disks. Then follow the suggestions in "Creating a Set of Working Disks" to prepare working disks.

Making Backup Copies of Your Master Disks

It's always a good idea to work with copies of your Word disks rather than the originals. Then, if a copy is damaged or lost, you can go back to the original and make another copy.

To make these copies, initialize three blank 800K disks. Name them Word Program Backup, Word Utilities 1 Backup, and Word Utilities 2 Backup.

Before copying the master disks, slide up the small tab in the upper-left corner on the back of each disk so that it is in the uppermost position. (The tab will no longer be visible on the front side of the disk.) This locks information on the disk, preventing accidental deletion of files.

Now, copy the program disk onto the blank disk named Word Program Backup. Then copy the utilities disks onto the appropriate utilities backup disks. Your Macintosh manual gives instructions on copying disks.

After copying the original Word disks, put them in a safe place and use the copies to make a set of working disks tailored to your system as described below.

Creating a Set of Working Disks

You are now ready to make your working disks. These disks will contain files from two sources that are needed to run the Word 4 program:

- Macintosh system software files such as the System and Finder
- Word 4 files that perform specific word processing tasks

Your choice of system and Word files will depend on the type of Macintosh you have, the type and size of the drives, and the kinds of documents you want to produce with the Word 4 program.

If your Macintosh has a hard disk, the system software is probably already installed on the disk. The disk should have enough space for the Word program and all of Word's utilities (such as MS Dictionary, Word Hyphenation, and Word Help), as well as the printer drivers you need and an ample supply of fonts.

On the other hand, if your Macintosh has two 800K drives, disk space will be more limited. You will want to keep only the required System and Word files on your working disks in order to leave enough space for your documents.

Eventually, you may want to prepare sets of working disks that you use for different purposes. For example, when you write you may need only a few fonts in your System file, and you may want to use Word's spelling checker, which works with a large MS Dictionary file. When you finish composing your document, your attention may shift from its content to its appearance. At that point, you may want to work with disks that contain a wider variety of fonts and graphics instead of the spelling checker.

For now, prepare a basic set of working disks. The following two sections explain how to organize working disks for systems with and without a hard disk.

Installing Word on a Macintosh with Two 800K Drives

If you have a Macintosh with two 800K drives, it's best to use two disks to run the program:

- A System disk to start your Macintosh and to store your documents
- A disk containing Word, Word's dictionary, and other utility files

The following arrangement of files is suitable for use with two 800K drives:

Working System Disk

Working System disk (800K)

- System
- Finder
- General
- Keyboard
- Mouse
- Startup Device
- Clipboard File
- Printer drivers supplied with your System or printer for printers you intend to use with Word documents; for example, ImageWriter or LaserWriter and Laser Prep
- Your documents

Working Word Disk

Working Word disk (800K)

- Microsoft Word
- Standard Glossary — You may also want to copy any custom glossaries you created with earlier versions of Word.

- MS Dictionary — This is Word's dictionary of U.S. spellings. If you prefer to use U.K. spellings, you can rename the MS Dictionary and then copy the U.K. Dictionary file from the Utilities backup disk, renaming this file MS Dictionary. You also may want to copy any user dictionaries you created in earlier versions of Word.
- Word Help
- Word Hyphenation

Optional files:

- The Getting Started Documents folder, which you will use in practices later in this book
- DCA conversion
- Sample Documents

Setting up your working disks this way requires reducing the size or number of files on the System and Word disks. To do this, you can use one of two methods:

- Remove unnecessary or seldom-used files.

  The file arrangements we suggest include the files that are needed to use all Word utilities and to print documents. Other files on the Word Program, Word Utilities, and System Tools disks aren't needed. If you're willing to go without certain Word features, such as the Help utility and the Spelling and Hyphenate commands, you can eliminate more files (Word Help, Word Hyphenation, and MS Dictionary, in this case) from your working disk.
- Reduce the size of the System file by removing unneeded fonts and desk accessories using the Font/DA Mover.

  Fonts, particularly those 18 points or larger, take up a lot of disk space. It's a good idea to remove any you don't use.

  For information on using the Font/DA Mover, consult the Apple manual that accompanies your System Utilities disks.

To start Word

After you've created your working disks, you're ready to start working with Word. To start Word using these two disks:

1. Insert the System disk into the internal drive and start your Macintosh.
2. Insert the Word disk into the external drive.
3. To start Word, double-click the Word program icon in the Word disk window, or double-click the Word document you want to work with in the System disk window.

Installing Word on a Macintosh with a Hard Disk

Since Word is not copy-protected, you can install Word and its associated files on hard-disk Macintosh systems by copying the files you need to the hard disk. You don't have to be as concerned about the size and arrangement of files when using a hard disk system as you do when using a floppy-disk system.

However, you'll find it easier to use Word if you take a few moments to lay out Word's files to your best advantage. Word searches for the Help file, the Standard Glossary, the

Word Hyphenation file, and dictionary files through the folders on all the available drives in the following order:

1. The folder containing the Word program
2. The topmost level of the disk containing Word
3. The System folder
4. The topmost level of all other disks held in memory
5. The last folder you displayed in an Open or Save dialog box

If Word can't find one of its files after this search, it displays a dialog box asking you to find the correct folder or to insert the disk containing the file.

Thus, careful placement of the System and Word files can speed up the program's operation. The following lists show the best way to order the Help, Standard Glossary, Word Hyphenation, and MS Dictionary files in your System and Word folders:

System Folder

System folder

- Printer drivers supplied with your System or printer for any printers you will use with Word documents; for example, ImageWriter or LaserWriter and Laser Prep.
- Word Settings — This file is not created until the first time you run Word. It stores the preferences you set when you use Word. The Word Settings file is automatically stored in the System folder.

Word Folder

Word folder

- Microsoft Word
- Standard Glossary — You may also want to copy any custom glossaries you created with earlier versions of Word.
- MS Dictionary — This is Word's dictionary of U.S. spellings. If you prefer to use U.K. spellings, you can rename the MS Dictionary and then copy the U.K. Dictionary file from the Utilities backup disk, renaming this file MS Dictionary. You also may want to copy any user dictionaries you created in earlier versions of Word.
- Word Hyphenation
- Word Help

Optional files:

- The Getting Started Documents folder, which you will use later for practices
- DCA Conversion
- Sample Documents

Another arrangement that works equally well is to store the Word program file, Microsoft Word, at the topmost level on your hard disk and store the other Word files in the System folder.

When you finish creating your System and Word folders, make one or more folders to hold your documents. You will want to store them separately.

To start Word

After you've created your Word folder, you're ready to start working with Word. To start Word using a hard disk:

1. Open the Word folder.
2. Double-click the Word program icon, or double-click the Word document you want to work with.

Setting Up Your Printer

The first step in setting up a printer to work with Word is to copy the driver for that printer to the System disk or folder that you use to start your Macintosh. If you didn't copy the driver when you set up Word following instructions in the preceding section, do this now.

For all Apple printers, copy the driver from a Macintosh System Tools disk. Be sure that the driver is the same version as your System and Finder.

If you use a serial printer, complete and return the Serial Printer Driver Request card included in your Microsoft Word package to obtain a free copy of the driver for your printer.

When you have moved the appropriate printer driver into your System folder, select the printer you want to use with Word using the Chooser command on the Apple menu. The following sections tell how to do this for various printers used with one terminal or on an AppleTalk network.

Using the LaserWriter, LaserWriter Plus, and LaserWriter II

If your LaserWriter is not already connected, connect it to your Macintosh following the instructions in your printer manual.

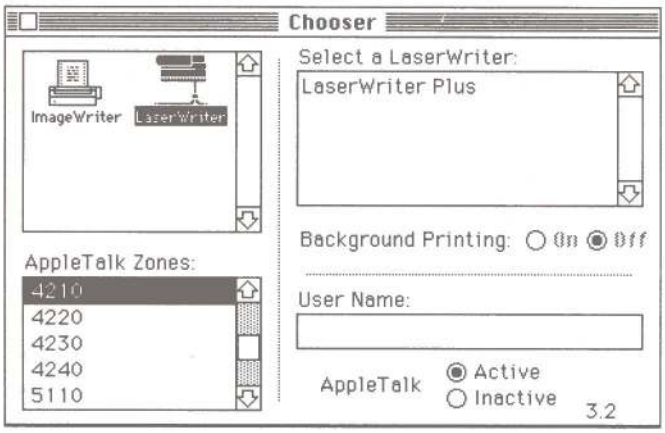
To set up for printing with a LaserWriter, LaserWriter Plus, or LaserWriter II:

1. Install the LaserWriter files using the Installer program, which accompanies the most recent System Tools software.

   Refer to your Macintosh manual and printer manual for complete instructions. The steps are summarized in the "Printing Documents" topic in *Reference to Microsoft Word.*

2. Choose Chooser from the Apple menu.
3. Select the LaserWriter icon in the dialog box.
4. If you are using an AppleTalk network that is connected with other AppleTalk networks, you'll see a list box displaying the AppleTalk zones that are available. Select the zone that lists the LaserWriter you want to use.
5. Select the LaserWriter you want to use from the Select a LaserWriter list box.
6. Click the close box.
7. Install the LaserWriter screen fonts on your System disk using the Font D/A Mover. (These fonts must be installed before you can print on the LaserWriter.)

   For more information, see the LaserWriter manual or the summary of steps in the "Printing Documents" topic in *Reference to Microsoft Word.*



Chooser dialog box with the LaserWriter icon selected on a multizone AppleTalk network

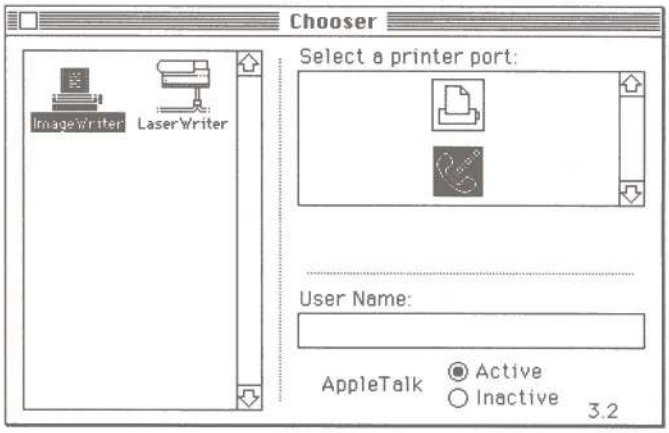
Using the ImageWriter and ImageWriter II

First, make sure your ImageWriter is connected to the modem port or the printer port on the back of your Macintosh. If you haven't yet connected your printer, do so, following the directions in your printer manual.

To set up for printing with an ImageWriter:

1. Choose Chooser from the Apple menu.

   You'll see a dialog box similar to this one, listing the printer drivers you've put in your System folder.



Chooser dialog box with the ImageWriter icon selected

2. Click the icon for the ImageWriter printer.

3. Select the appropriate port icon (Printer or Modem) from those in the Select a Printer Port list box.

   The icons displayed match the icons above the ports on the back of your Macintosh. For more information, see "Chooser Command" in *Reference to Microsoft Word.*

4. Click the close box.

Using Word with the AppleTalk ImageWriter

Connecting to an AppleTalk ImageWriter is like connecting to any other printer on the AppleTalk network.

To set up for printing on an AppleTalk ImageWriter:

1. Install the AppleTalk ImageWriter files using the Installer program, which accompanies the most recent System Tools software.

   Refer to your Macintosh manual and printer manual for complete instructions. The steps are summarized in the "Printing Documents" topic in *Reference to Microsoft Word.*

2. Choose Chooser from the Apple menu.
3. Click the icon for the AppleTalk ImageWriter in the dialog box.
4. If your AppleTalk network is connected with other AppleTalk networks, you'll see a list box displaying the AppleTalk zones that are available. Select the zone that lists the ImageWriter you want to use.
5. Select the ImageWriter that you want to use from the Select an AppleTalk ImageWriter list box.
6. Click the close box.

Using Word with a Serial Printer

You can use several brands of serial printers — including Apple, Brother, Diablo, NEC, and TTY. However, Word 4 does not support the Word 3 serial printer driver.

Microsoft provides free printing resources for compatible serial printers, although the resources aren't included in the Word 4 package. To get a free copy, complete and return the Serial Printer Driver Request card included in your Word package. Instructions for installing the drivers are included in the package.

Converting Files to Word 4 Format

When you open a document from an earlier Word version in Word 4, Word automatically converts the file to the new formats. However, you may want to check a few Word 4 settings.

It's a good idea to review the Page Setup options and make any changes you want. If you have formatted side-by-side paragraphs in the document, you may want to use the Insert Table command to convert these paragraphs to tables, to take advantage of Word's new table-formatting features. Word 4 supports side-by-side paragraph formatting, but this formatting doesn't offer the flexibility of tables.

In addition to files created with Word Versions 1 and 3, Word 4 can read and convert the following file formats:

- Microsoft Write files
- Microsoft Works word processing files
- MacWrite files
- Text-only files
- MS-DOS® Word 4 files (for example, files received via a modem or files sent across a network)
- RTF-format files (files created by Word or by other programs that support RTF)

Word can also open files from other Macintosh graphics programs — including MacPaint and SuperPaint, if files are saved in MacPaint format. Choose the Open command from the File menu, and then open the graphics file as you would any other document. The file is opened in a new, untitled document window.

Now that your Word program is up and running, you're ready to learn to use Word. "Word Processing Basics" teaches basic editing skills (Chapters 3 and 4) and how to use Word's formatting commands (Chapters 5 and 6). Experienced Word users may want to skip to "More Word Power" to learn how to use Word 4's new formatting features. If you want to follow along with the sample documents, you'll want to work through all the practices; otherwise your documents will look different from those shown in the book.

Microsoft Product Support

If you encounter any problems that you can't solve by reading the Word 4 manuals, help is just a phone call away.

Whom to Call

See on-line Help for the Microsoft Product Support telephone number.

Outside the U.S., contact the Microsoft subsidiary in your country, or, if there is no subsidiary, contact your nearest dealer.

Before You Call

Before calling Product Support, gather as much information on the problem as you can. It's best to follow this procedure before calling:

- Review the pertinent sections of the Word 4 manuals.
- Place your phone near the computer, and try to get within a few keystrokes of reproducing the problem.
- Have the following information available: the version of Word you are using, the version of the System and Finder you are using, and your system hardware configuration.
- If you suspect you've found a bug in Word, try to develop a procedure that reproduces the bug in as few steps as possible.

Word Processing Basics

"Word Processing Basics" is for newcomers to Macintosh word processing. In Chapters 3 through 6, you'll practice basic word processing skills: starting Microsoft Word, entering and revising text, formatting, saving a document, printing, and quitting Word.

If you've already mastered basic word processing skills with an earlier version of Microsoft Word or another Macintosh word processor, you can skip Chapters 3 through 6 or skim them to refresh your memory. Then do the practices in Chapter 7, "Practicing with Model Documents." In Chapter 7, you'll learn more advanced skills as you create and finish standard documents: a letter, a form letter, a report, and a short article.

Word Processing Basics

"Word Processing Basics" is for newcomers to Macintosh word processing. In Chapters 2 through 6, you'll practice basic word processing skills using Microsoft Word: entering and revising text, formatting, [illegible] document, printing and naming Word.

If you're already [illegible] skills with an [illegible] program of Microsoft Word or [illegible] Chapter, you can [illegible] through 6 or skim them [illegible] practice [illegible] form more [illegible] form letter, a [illegible]

Chapter 3

Creating a Document

In this chapter, you'll learn how to create and edit a short document. You'll also learn how to get help, save a document, close a window, and quit Word.

- Creating a New Document 30
- Typing Text 31
- Inserting Text 32
- Selecting and Deleting Text 34
- Undoing a Mistake 37
- Saving Your Work 37
- Asking for Help 38

Creating a New Document

IMPORTANT Before you can do the following practices, you must follow the instructions in Chapter 2 for copying your master disks and installing Microsoft Word on your computer.

To start Word

The first step in creating a document is starting Word.

- Double-click the Word icon. (W)

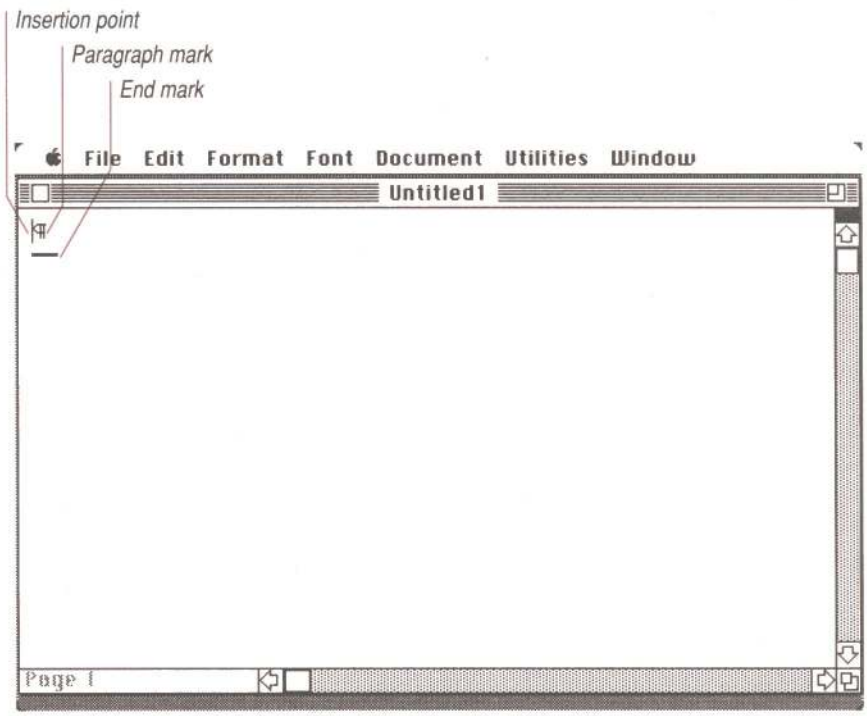
When you start Word, the document window is displayed. Notice the typical Macintosh window features. Some features of the screen are unique to Microsoft Word.

To display the special symbols

Before you start typing, you'll want to display the special symbols that Word uses for paragraph marks, tabs, and spaces.

- Choose the Show ¶ command from the Edit menu.

Your screen now looks like this:



As you type, Word displays special symbols for spaces and tabs.

Paragraph mark Identifies the end of a paragraph. This mark appears each time you press the Return key.

End mark Identifies the end of the document. You cannot delete the end mark.

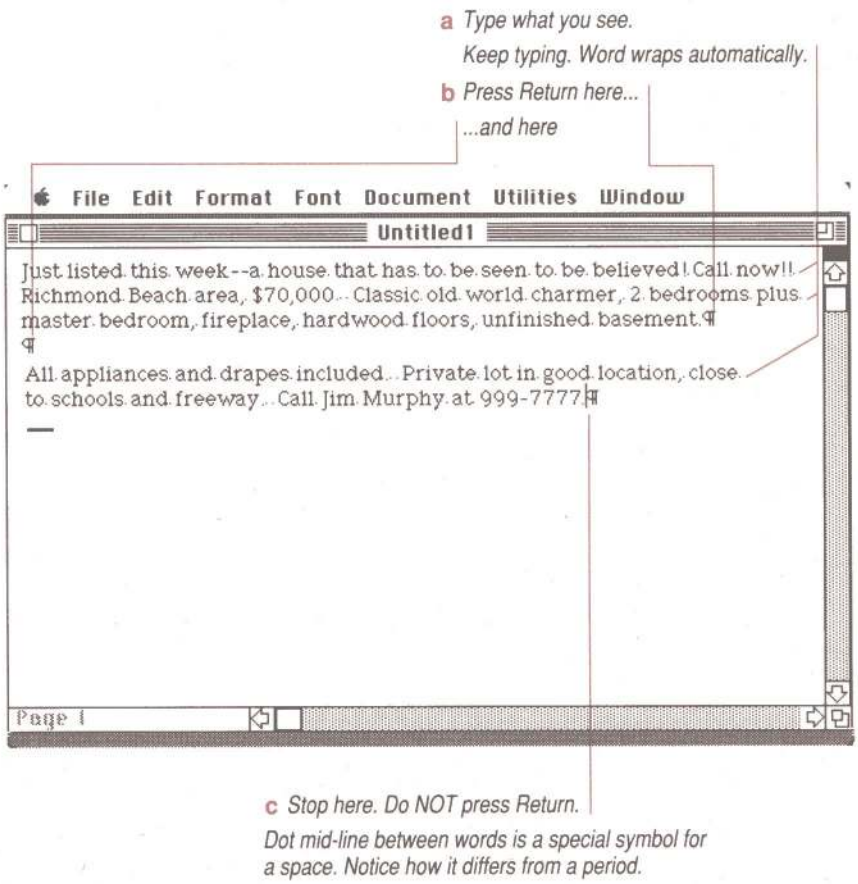
Typing Text

To practice typing with Word, you will create and edit a short real estate listing for a newspaper classified advertisement.

To create the listing

- Type what you see in the following illustration. If you make a mistake, press Backspace (Delete on some keyboards) to erase, and then retype. Do NOT press Return at the end of every line; only where indicated.

IMPORTANT If you are using a printer other than ImageWriter, your line breaks may be different from what is shown. Word adjusts the text on your screen to match your printer. For information on changing printers, see "Setting Up Your Printer" in Chapter 2.



Wordwrap and the Return Key

Wordwrap is one of the most time-saving features of a word processing program. If a complete word will not fit when you reach the end of the line, Word automatically moves the last whole word you type to the next line. Wordwrap means you don't have to watch the screen to see where to press the Return key. Also, wordwrap makes it possible for Word to automatically reformat lines when you add or delete text.

The Backspace Key

When you make a typing mistake, press the Backspace (or Delete) key to delete the error.

To correct the phone number

1. Press the Backspace key until you have deleted the period and the last three 7's in the phone number.
2. Type *888.* but do NOT press the Return key.

REMEMBER Use the Backspace key to correct typing mistakes that you see as you type.

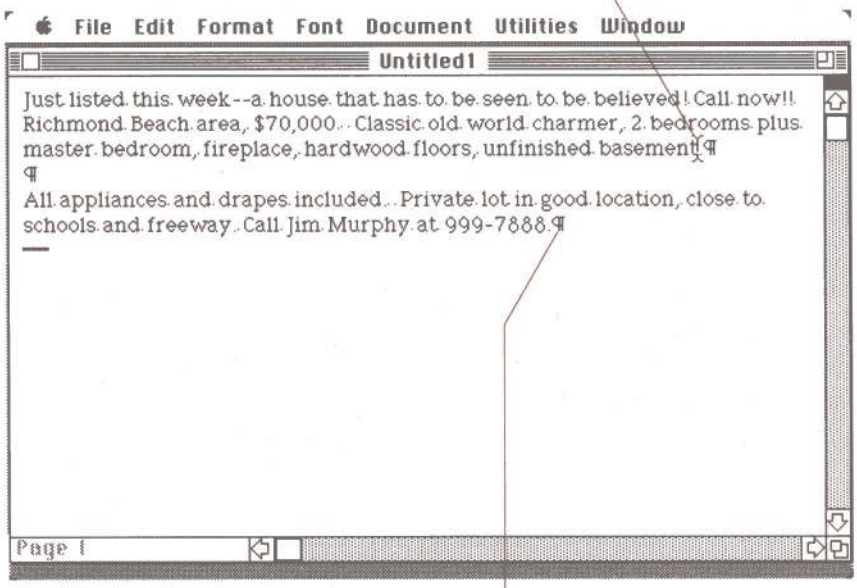
Inserting Text

Adding more information to the listing might make the home more attractive to prospective buyers.

To insert more information

▶ Add text, as shown in the following illustration:

a *Position mouse pointer between "t" and period.*
b *Click to position insertion point here.*
c *Press spacebar.*
d *Type* ***with washer and dryer***



e *Position mouse pointer after period.*
f *Click to position insertion point here.*
g *Press spacebar.*
h *Type* ***Closing costs negotiable.***

REMEMBER *To insert text*

1. Move the mouse pointer to the location for the new text.
2. Click the mouse button to position the insertion point.

   If the insertion point appears in the wrong place, move the mouse pointer to the correct place; then click again.
3. Type the text.

Mouse Pointer and Insertion Point

It is important that you understand the distinction between these two Macintosh window features.

Mouse pointer An icon that moves as you move the mouse. The shape of the mouse pointer depends on its location:
Within a window: (I) This mouse pointer is sometimes called an I-beam. The insertion point moves here when you click the mouse button.
In the window border area: (↖)
In the selection bar: (↗)

Insertion point An icon that shows where the next character you type will appear. The insertion point is always a blinking vertical line (|).

Selecting and Deleting Text

You might want to delete text from your listing to save money on the advertisement. In this practice, you will learn to select text, and then delete it from the listing.

▶ Select and delete the sentence "All appliances and drapes included." as shown in the following illustration:

a *Position the mouse pointer here.*

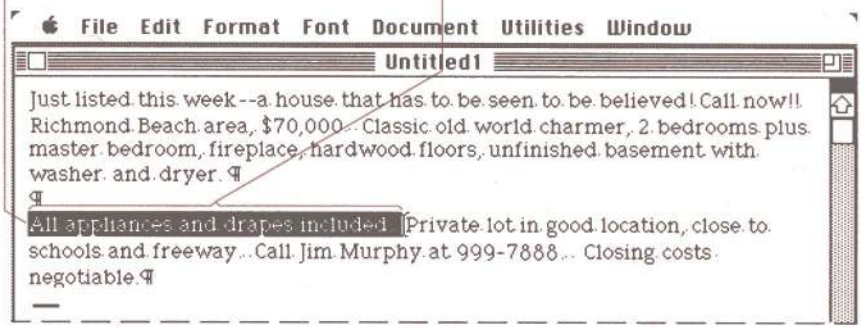
b *When the pointer changes to an I-beam (I), hold down the mouse button.*

If you hold down the mouse button when the pointer is an arrow, notice that the whole line of text is selected. Move the pointer a little to the right until it changes to (I) and hold down the mouse button.

c *Drag mouse to the right until the sentence looks like this (include the spaces after the period).*

You just selected the sentence.

If the selection is incorrect, try steps a, b, c again.



d *Release mouse button and press Backspace to delete selection.*

REMEMBER When you select text it appears highlighted on the screen; that is, as white characters on a black background.

To make your listing more concise, change the phrase "2 bedrooms plus master bedroom" to "3 bedrooms."

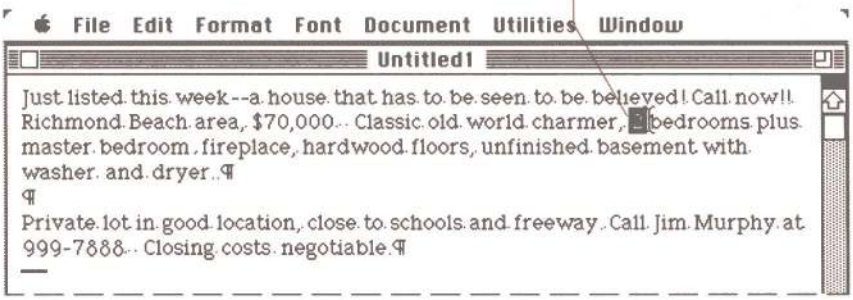
To replace the 2 with a 3

a *Position mouse pointer before "2".*

b *Hold down mouse button.*

c *Drag mouse to the right until "2" looks like this.*

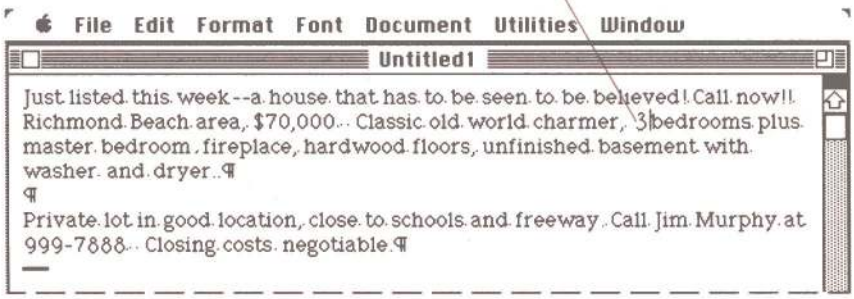
You just selected "2". If the selection is incorrect, try steps a, b, c again.



d *Type* ***3***

You deleted "2" as you typed.

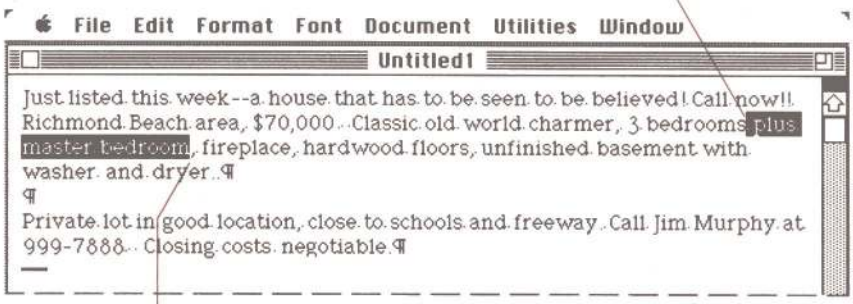
When you have text selected, what you type replaces it.



To delete "plus master bedroom"

a *Position the mouse pointer here so you'll include the space.*

b *Hold down the mouse button.*



c *Drag down and then left.*

Notice that when you drag down, the whole next line is selected. You have to drag left to unselect the portion of the line you don't want.

d *Drag the mouse left until the highlight covers only the "m" (not the comma), and then release the mouse button.*

e *Press Backspace to delete selection.*

REMEMBER *To select text*

1. Position the mouse pointer at the beginning of the text you want to work on.
2. Hold down the mouse button.
3. Drag the mouse until all the text you want to work on is selected. (You may have to unselect some text by moving the mouse to the left if what you want to select spans two or more lines.)
4. Release the mouse button.

To cancel a selection, click once. The highlighting disappears, and the insertion point appears.

For a complete description of all the ways to select text, see "Selecting" in *Reference to Microsoft Word.*

REMEMBER *To delete text*

1. Select the text.
2. Press the Backspace key.

Undoing a Mistake

You might be unsure about deleting the phrase "plus master bedroom" from the listing.

If you make a mistake or have second thoughts about what you just did, you can reverse your most recent action by using the Undo command.

To undo the deletion

1. Pull down the Edit menu.

   Notice the name of the Undo command.

2. Choose the Undo command.

   Notice what happens to the text.

3. Pull down the Edit menu again.

   Notice the new name of the Undo command.

4. Choose the Redo command to undo your last action and delete the phrase again.

REMEMBER When you pull down the Edit menu, the Undo command will reflect your last action. If there is no action to undo, you'll see a dimmed Can't Undo.

Saving Your Work

Now that you have finished the listing, it's time to save it for future reference.

The first time you save a document, you need to give it a name with the Save As command.

To save the real estate listing

1. Choose the Save As command from the File menu.
2. Type *LISTING* in the Save Current Document As text box.
3. Click the Save button.

The document stays on the screen after you save it so that you can continue working on it. Notice that the title bar now shows the document name and the lower-left corner of the window shows its size.

IMPORTANT You need to save your work on the disk by choosing the Save command at the end of each Word session. It's also a good idea to save your document every 15 minutes or so as you work. This ensures that your work will not be lost if the power is interrupted.

Asking for Help

When you chose the Save As command, you probably noticed several options in the dialog box. Eventually, you may want to use them. Any time you want information about a command or an option in a dialog box, you can ask Word for help.

To ask for help on the Save As command

1. Hold down the Command key and press the ? key once. (You don't have to press Shift.)

   The Command key is to the left of the spacebar. Some keyboards have the symbol ⌘ instead of the word "Command" on the keytop.

   Notice the new pointer shape when you press Command-?.

2. Move the question mark pointer to the menu bar and pull down the File menu.
3. Choose the Save As command.
4. Scroll to read the help information on saving.

   You scroll in the help window by using the scroll bar, as you would in any other window. If you don't know how to scroll, skip this step. You'll learn how in "Scrolling Through a Document" in Chapter 4.

5. When you've finished reading the help information, click the Cancel button to return to the LISTING document window.

REMEMBER *To ask for help*

1. Press Command-?
2. Choose a command from a menu, or select an option in a dialog box that's already open on your screen.

For complete information on getting help, see "Help" in *Reference to Microsoft Word.*

If You Want to Continue . . .

At this point, you can:

- Continue practicing what you've learned so far.
- Go to the next chapter and work with a new document.

To go on to the next chapter

If you want to go on to the next chapter:

- Click the close box at the upper-left corner of the window.

Notice the screen. Clicking the close box only closes the window, not the Word program. The Word menus are still displayed and you can open other documents or create new ones.

To reduce screen clutter, close any windows you no longer need. When you start a new document or open an existing document for editing, Word opens a new window.

Now, turn to the next chapter to learn how to revise a document in Word.

If You Want to Quit Word for Now

You can quit Word now and take a break.

To quit Word

- Choose the Quit command from the File menu.

Chapter 4

Revising a Document

Now that you can use Word to type, insert, and delete text, you are ready to learn Word's editing techniques.

Your company, Going Places, Inc., puts out a travel brochure to help your customers enjoy their travels. The brochure needs revising to make it more effective. In the next three chapters, you will revise, reformat, and print the brochure to practice some basic Word skills.

In this chapter, you will revise the travel brochure, which is in your Getting Started Documents folder.

- Opening a Document 42
- Scrolling Through a Document 43
- Moving Text with Cut and Paste 47
- Copying Text 49
- Replacing Text 50
- Searching for Text 50
- Finding Text 52
- Saving Your Revisions 53

Opening a Document

If you quit Word at the end of Chapter 3:

- Start Word by double-clicking the Word icon.

Be sure that the disk that contains the Getting Started Documents folder is in one of the disk drives. If you have a hard disk, the Getting Started Documents folder should be on your hard disk. The document you will be revising is in this folder.

Before you can edit an existing document, you need to open the document.

To open the brochure

1. Choose the Open command from the File menu.

   Notice what appears on the screen.

   If the Getting Started Documents folder is not listed, click the Drive button.

   If it is still not listed, click the Eject button; then replace the ejected disk with the disk that contains the Getting Started Documents folder.

   If there are more documents or folders on a disk than can be shown in the list box, you can scroll to see more names.

2. Double-click Getting Started Documents in the list box.

   Notice the new contents of the list box.

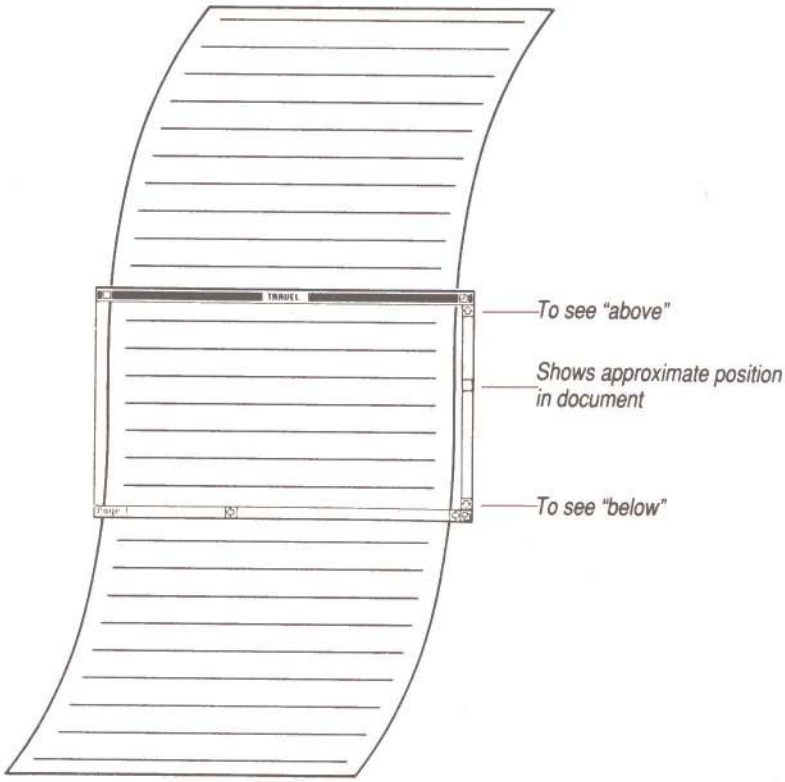
3. Double-click TRAVEL in the list box.

   Notice the window. This is how a window looks when you first open an existing document.

Scrolling Through a Document

To give yourself an overview of the document before you start editing, practice scrolling so you can see all parts of the travel brochure.

Scrolling means moving the text through the window to bring different parts of the document into view.



If you feel comfortable with scrolling, go on to the next section, "Moving Text with Cut and Paste."

If you need to learn how to scroll or you want to refresh your memory about scrolling, try the following practice.

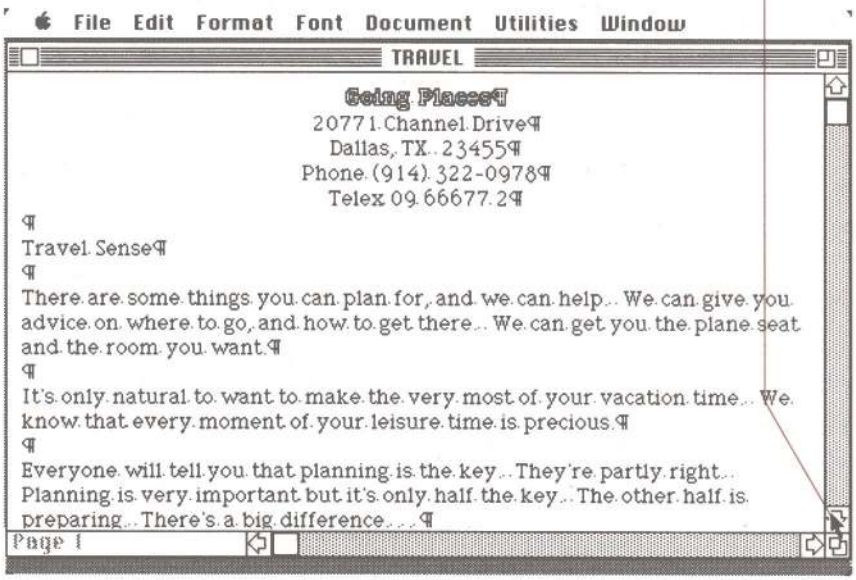
To scroll line by line

a *Position mouse pointer on scroll arrow. Notice new shape of pointer.*

b *Click. Notice text move by one line.*

c *Hold down mouse button and watch lines move.*

d *Try same technique with top scroll arrow.*



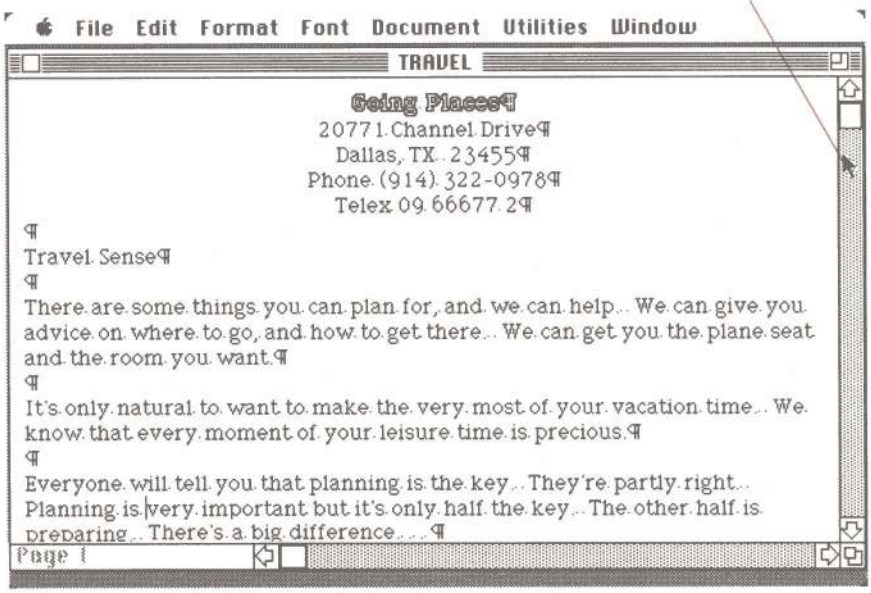
To scroll to the next window of text

a *Move mouse pointer into gray area below scroll box.*

b *Click. Notice new text in window.*

c *Try it again.*

d *Try going back by moving mouse pointer above scroll box, then clicking.*



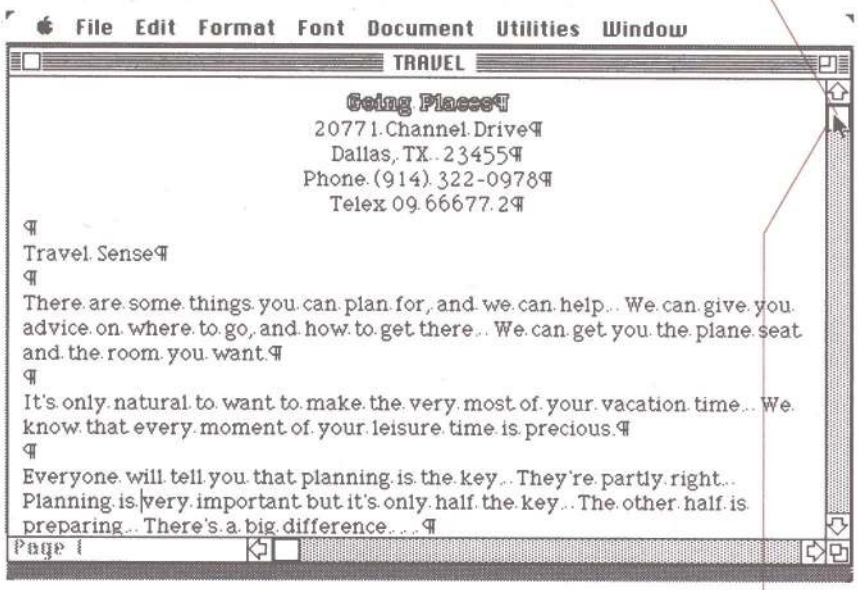
To scroll through the document quickly

a *Position mouse pointer on scroll box.*

b *Hold down mouse button.*

c *Drag scroll box to middle of gray area, then release mouse button.*

Notice new text, which is near middle of brochure.



d *Try moving scroll box to various places in scroll bar, and preview brochure.*

e *Finally, drag scroll box to top of scroll bar to see beginning of brochure.*

You'll use scrolling often during editing to locate the text you want to revise.

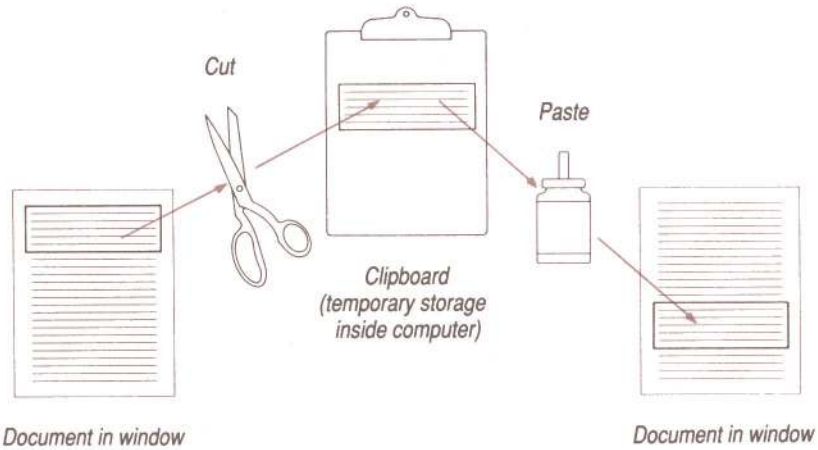
REMEMBER

To scroll	Do this
Line by line	Click the up or down scroll arrow.
Window by window	Click in the scroll bar above or below the scroll box.
Through many windows quickly	Drag the scroll box up or down in the scroll bar.

Moving Text with Cut and Paste

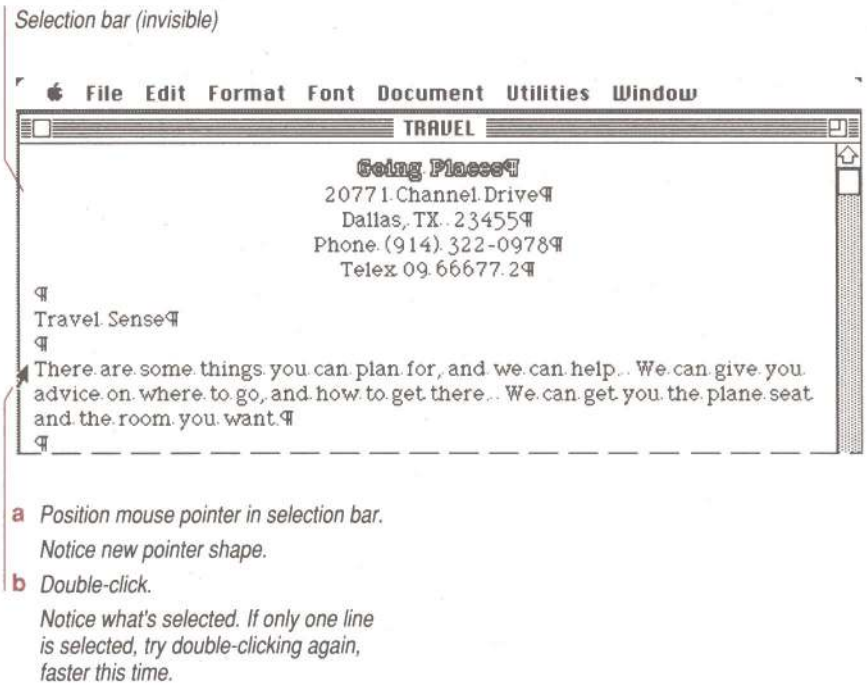
The beginning of the brochure might be more interesting to your clients if the first paragraph appeared after the third paragraph. To make this change, you'll move the first paragraph.

Moving text is a process of cutting and pasting, as if you were using scissors and glue.



To move the first paragraph

1. Select the first paragraph, which begins "There are some things…," as shown in the following illustration:



2. Choose the Cut command from the Edit menu.

   Notice that the first paragraph disappears. It is stored on the Clipboard.

3. Click the down scroll arrow to display the entire third paragraph, which begins "But what about…"
4. Point to the beginning of the third paragraph, just before the "B" in "But." Make sure the mouse pointer is an I-beam, not an arrow.
5. Click to position the insertion point here.
6. Choose the Paste command from the Edit menu.

   Notice the new position of the paragraph you cut.

7. Press the Return key to insert a blank line between the paragraphs.

REMEMBER

To move text in Word

1. Cut text from the document to the Clipboard.
2. Paste it from the Clipboard into the new location.

   If you make a mistake using the Cut or Paste command, choose the Undo command; then repeat the cut or paste action correctly.

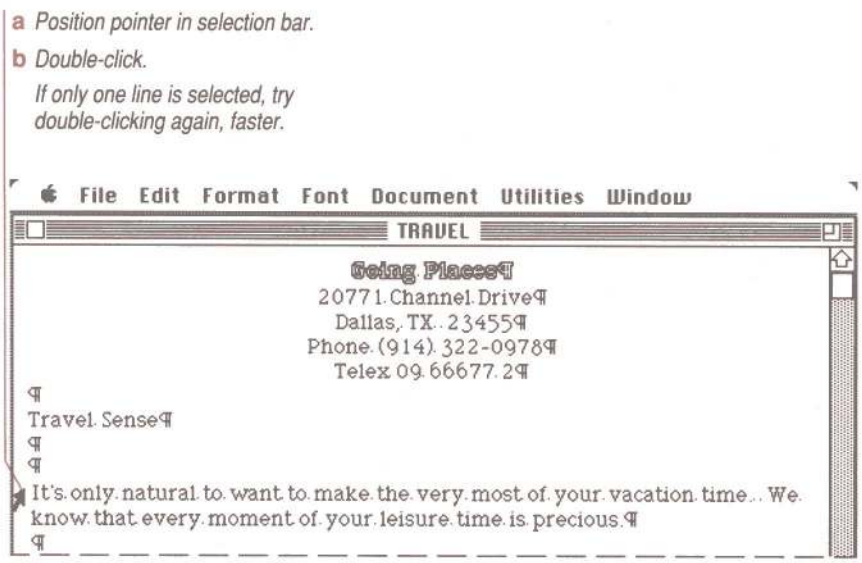
Copying Text

You may decide to repeat the brochure's new first paragraph at the end of the brochure and then change some wording for added emphasis. This paragraph begins "It's only natural..."

Copying text is similar to moving text, except that you choose the Copy command from the Edit menu instead of the Cut command. For an illustrated explanation of the Clipboard's role, see "Moving Text with Cut and Paste" earlier in this chapter.

To copy the first paragraph

1. Scroll to the beginning of the document by dragging the scroll box to the top of the scroll bar.
2. Select the paragraph, as shown in the following illustration:



3. Choose the Copy command from the Edit menu.

   Notice that the paragraph stays in its original place, unlike when you cut the paragraph to be moved.
4. Scroll to the end of the brochure by dragging the scroll box to the bottom of the scroll bar.
5. Position the mouse pointer after the quotation mark at the end of the last paragraph, and then click.
6. Press the Return key twice.
7. Choose the Paste command from the Edit menu.

   Notice that the paragraph appears at the end of the document.

REMEMBER *To copy text in Word*

1. Copy text from the document to the Clipboard.
2. Paste it from the Clipboard into the new location.

   If you make a mistake using the Copy or Paste command, choose the Undo command; then repeat the copy or paste action correctly.

Replacing Text

Now you're ready to edit the copied paragraph at the end of the document.

This section will give you practice using the techniques you've learned for selecting, inserting, and deleting text.

To insert a blank line above the last paragraph

1. Position the mouse pointer in front of the last paragraph, just before the "I" in "It's," and then click to position the insertion point.
2. Press the Return key to insert an extra line of space between the paragraphs.

To replace text

Now select, delete, and replace the phrase "It's only natural to want to" with "Going Places wants to help you":

1. Position the mouse pointer before the "I" in "It's." Make sure the mouse pointer is an I-beam, not an arrow.
2. Hold down the mouse button and drag the mouse right to the space after the second "to."
3. Type *Going Places wants to help you*

   If you also deleted the space before "make," press the spacebar.

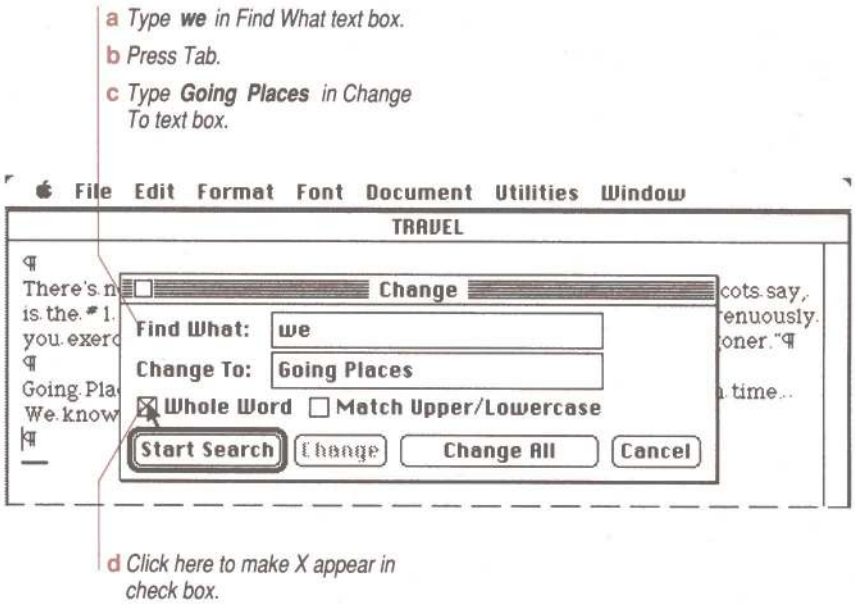
Searching for Text

The company president wants the company name to appear more prominently in the brochure. The president asks you to change all occurrences of "we" to the company name.

To change text in a document quickly, you use the Change command from the Utilities menu.

To change all occurrences of "we"

1. Click once anywhere in the document to make sure no text is selected.
2. Choose the Change command from the Utilities menu.
3. Fill in the dialog box, as shown in the following illustration:



   The Whole Word option indicates that you don't want to change words that have "we" embedded in them, such as "well."

4. Click the Change All button to change all occurrences of "we" to "Going Places."
5. When you see a message asking "Continue changing from beginning of document?" click the Yes button.

   Notice the new information in the lower-left corner of the window when Word finishes this action.

Now that you've changed all occurrences of "we," you can close the Change dialog box.

To close the dialog box

- Click the Cancel button.

  The Cancel button closes the dialog box, but doesn't discard the changes you've made.

You may have noticed that there are several buttons in the Change dialog box, some of which change in different circumstances. For complete information about changing text with this command, see "Change Command" and "Finding and Changing" in *Reference to Microsoft Word*.

Finding Text

Now you need to go back and make sure that the verbs agree with their subjects in all the changed sentences. In some cases, you will not need to change anything. In cases where you do need to make a change, the changes needed may not be the same. For this type of operation, you use the Find command instead of the Change command.

To find "Going Places"

1. Scroll to the beginning of the document.
2. Click just before the G in "Going."
3. Choose the Find command from the Utilities menu.

   Notice the text in the Find What text box. The Find and Change commands share the "Find What" text.
4. Replace "we" by typing *Going Places*
5. Click the Start Search button.
6. The title is okay as is, so click the Find Next button.

   If the Find dialog box is covering text you need to see, you can move the box by dragging the title bar.

To change the text

You need to change "know" to "knows" in the sentence that begins "Going Places know…"

1. Click outside the dialog box so you can edit.
2. Click just after the "w" in "know" to position the insertion point.
3. Type *s*

To check the next occurrence

The Find dialog box isn't visible now, but you need to check the rest of the occurrences of "we" that you changed to "Going Places."

- Choose the Find Again command from the Utilities menu.

  The Find Again command uses the search text you just typed for the Find command.

  This sentence, which contains "…Going Places can help," is okay, so go on to the next occurrence.

To check the rest of the document

1. Choose the Find Again command from the Utilities menu.
2. Check the text for any needed corrections.

   Continue choosing the Find Again command and checking the text until you get to the end of the document.

REMEMBER *To make a correction after using the Find command*

1. Click in the document window to activate it.
2. Position the insertion point.
3. Correct the text.
4. Choose Find Again from the Utilities menu to continue checking text.

Saving Your Revisions

Now that you've revised this document, you'll want to save the changes so that you don't have to repeat them.

To save changes to an existing document

- Choose the Save command from the File menu.

  Notice that Word does not ask you for a document name when you save a document that has been titled. Word saves the changes and replaces the existing document.

The document remains open so that you can continue working on it.

Chapter 5

Changing the Appearance of Your Document

With Microsoft Word, there are many ways you can change the appearance of your document. In this chapter you'll learn to change a paragraph's indentation, margin alignment, and the size and shape of the characters for emphasis.

- Centering Paragraphs 56
- Indenting Paragraphs 58
- Making Characters Bold 63
- Making Characters Larger 63

Before you begin

If the document named TRAVEL is not displayed, you need to open it before continuing.

REMEMBER *To open TRAVEL*

1. Choose the Open command from the File menu.

   If the Getting Started Documents folder is not listed, click the Drive button.

   If it is still not listed, click the Eject button; then replace the ejected disk with the disk that contains the Getting Started Documents folder.

2. Double-click Getting Started Documents in the list box.
3. Double-click TRAVEL in the list box.

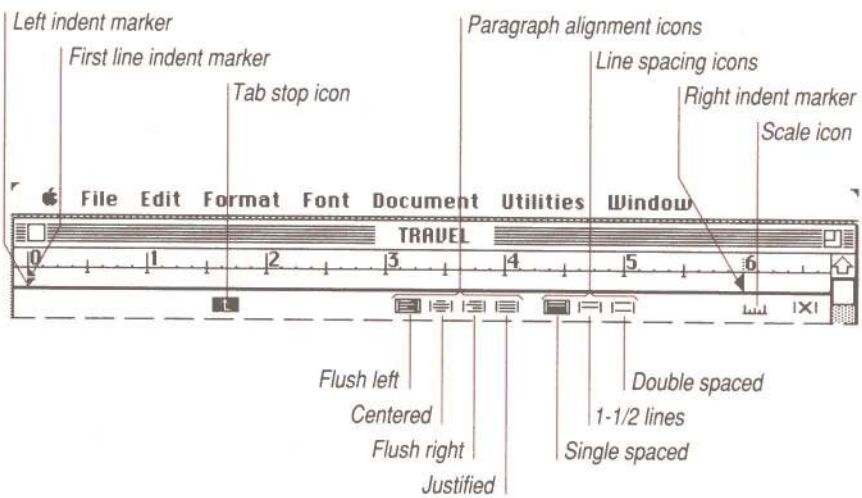
Centering Paragraphs

The president of Going Places wants you to emphasize the title of the travel brochure. To provide emphasis, you can center the title between the margins.

To practice centering a paragraph, you will select the title, "Travel Sense," and then center it using the ruler.

To center the title

1. Choose the Show Ruler command from the Format menu.

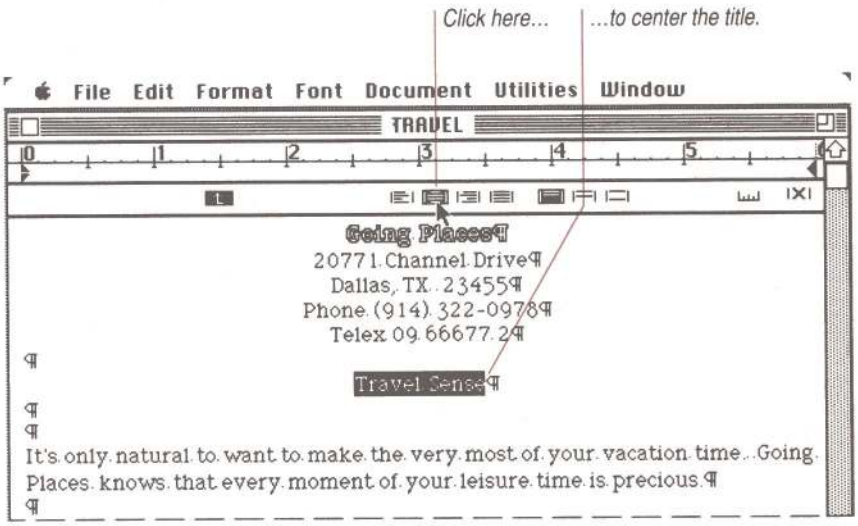


Don't worry for now about all the icons and markings on the ruler. They will be explained as you need them.

2. Select the title, "Travel Sense."

NOTE From now on, the instructions will say only "select" or "point" and will not give every step for selecting or pointing unless a new method is introduced.

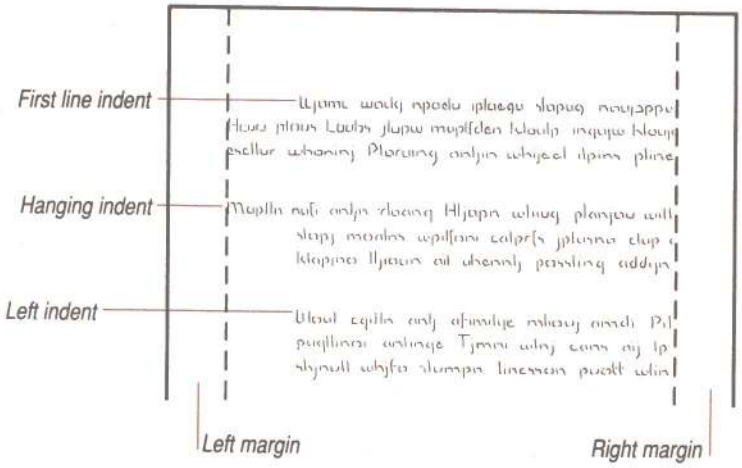
3. Point to the ruler to center the paragraph, as shown in the following illustration:



Indenting Paragraphs

To add flair to the brochure, you might want to indent the first line of some of the paragraphs, and then number other paragraphs.

Indenting means moving the text away from the margins. Common indentations are shown in the following illustration:



In the next two sections, you will practice indenting paragraphs two different ways.

REMEMBER *As you practice indenting*

- To reverse an action you don't like, choose the Undo command from the Edit menu.

Indenting the First Lines

For a less blocky look, you can indent the first line of the first five paragraphs of the brochure.

To select these paragraphs, you first need to learn how to select text that is longer than a screen.

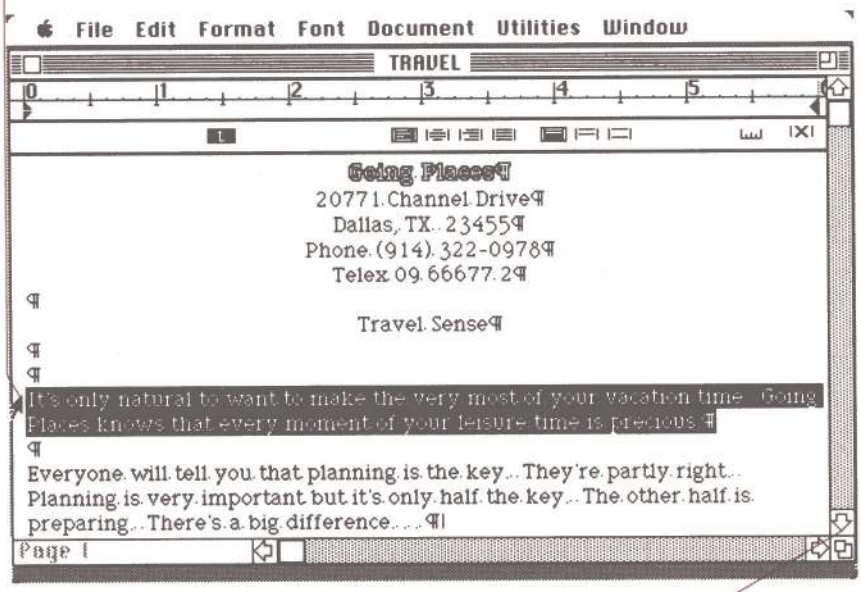
To select more than one paragraph

1. Select the paragraphs, as shown in the following illustration:

a *Point here.*

b *Double-click.*

You used this technique in Chapter 4 to select a paragraph to move it.



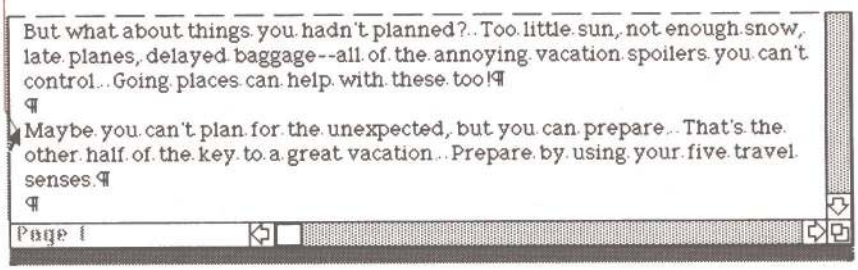
c *Then scroll...*

...to here.

d *Point here.*

e *Hold down Shift while you click.*

Notice what happens to the selection.



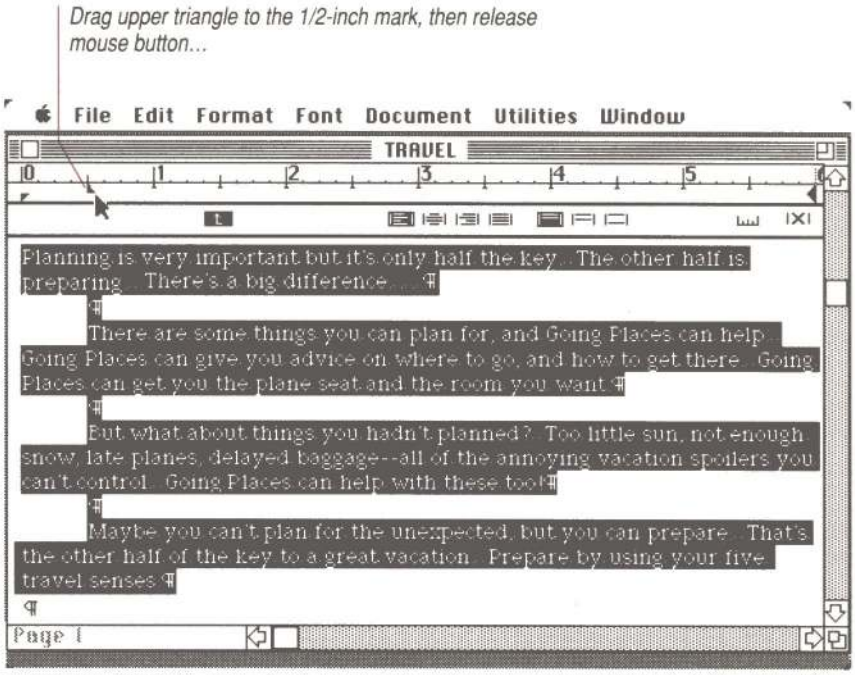
This is called extending the selection.

2. Now look at the ruler again and locate the first line indent marker.

   Notice the two small triangles at the left end of the ruler. The upper triangle controls the first line indent. To refresh your memory about the parts of the ruler, look again at the illustration of the ruler in "Centering Paragraphs" at the beginning of this chapter.

To indent the first lines

▶ Indent the first lines, as shown in the following illustration:



...to indent the first lines.

Be sure to place the tip of the mouse pointer on the upper triangle so you don't drag both triangles.

If you dragged both triangles, drag them back to beginning of ruler or choose Undo from the Edit menu; then try again.

REMEMBER

To extend a selection

1. Select the beginning of the text.
2. Scroll, if necessary, to the end of the text you want to select.
3. Hold down the Shift key and click the mouse button after the last character you want to select.

REMEMBER *To indent a paragraph*

1. Select the paragraph.
2. Drag the appropriate indent marker (triangle) on the ruler.

To indent the last paragraph

Now indent the first line of the last paragraph of the brochure so that it matches the first five paragraphs:

1. Scroll to the last paragraph in the document. The paragraph begins "Going Places wants…"
2. Select the paragraph.
3. Drag the upper indent marker (triangle) on the ruler to the 0.5-inch mark and release the mouse button.

Creating a Hanging Indent

The paragraphs describing the five travel senses will stand out more clearly if you number them. Once the paragraphs have numbers, you can change the indent to make the numbers stand out beside the text instead of being embedded in it.

To make the numbers more prominent, you can use hanging indents. A hanging indent indents all but the first line of a paragraph. For an illustration of a hanging indent, see "Indenting Paragraphs" earlier in this chapter.

To add numbers to the paragraphs

1. Scroll to the paragraph that begins "Be sure you have…"
2. Click to position the insertion point before the "B" in "Be."
3. Type *1* and a period; then press the Tab key.

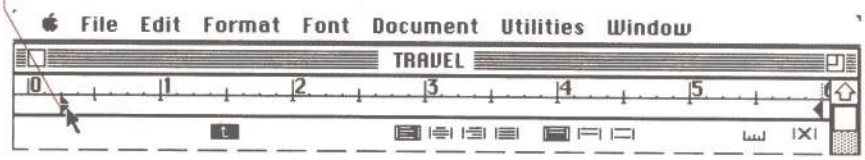
   Notice the arrow that appears when you press the Tab key.
4. To number the next paragraph, position the insertion point, type *2.*, and press the Tab key.
5. Repeat step 4 for the remaining three "sense" paragraphs, typing the appropriate number before each.

To create hanging indents

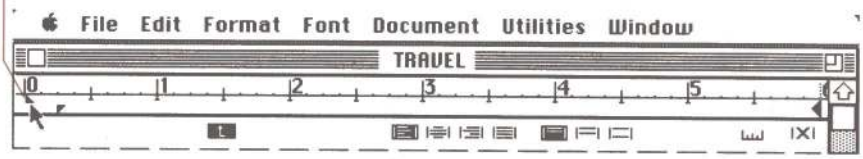
1. Select the paragraph numbered 5.
2. Scroll back to the paragraph numbered 1.
3. Hold down the Shift key and click in the selection bar to extend the selection to the five numbered paragraphs.

   You extended the selection in the opposite direction when you indented only the first lines. To refresh your memory, see "Indenting the First Lines" earlier in this chapter.
4. Create a hanging indent, as shown in the following illustration:

a *Point to lower triangle.*
b *Drag to 1/4-inch mark.*
Notice that both triangles move when you point to lower one.



c *Drag upper triangle back to 0.*



Notice that the text after the tab automatically lines up at the hanging indent.

REMEMBER *To create hanging indents*

1. Drag both indent markers to the right to the hanging indent point.
2. Drag the first line indent marker, the upper triangle, back to the left.

To hide the ruler

Now that you've finished indenting paragraphs, you can hide the ruler again. Hiding the ruler enables you to see more lines of text.

- Choose the Hide Ruler command from the Format menu.

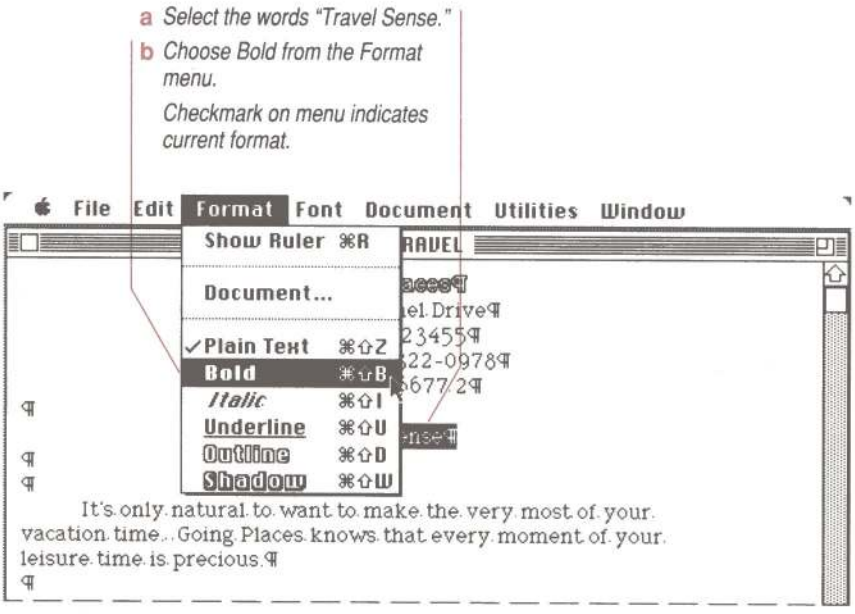
Making Characters Bold

For more impact you can make the "Travel Sense" title bold.

To change the appearance of the title, you will select it and choose the character format you want.

To make "Travel Sense" bold

1. If necessary, scroll to the beginning of the brochure to see the title, "Travel Sense."
2. Make the title bold, as shown in the following illustration:



Notice that the characters are bold. They are still highlighted.

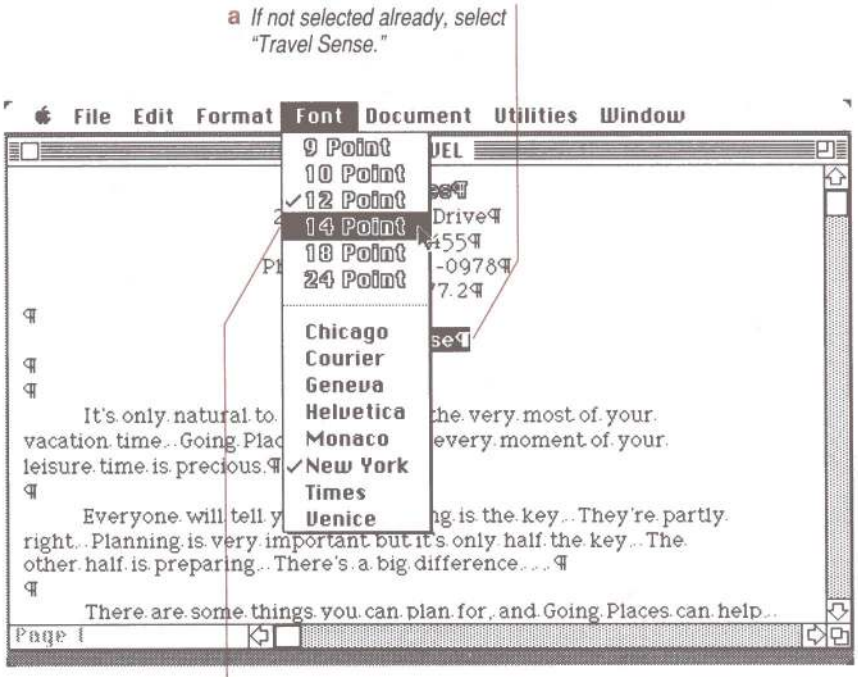
Making Characters Larger

The title of the brochure would be more emphatic if it were larger.

You can change the font size by using commands on the Font menu.

To make the title larger

- Follow the procedure in the following illustration:



Notice that the title is larger.

You can apply more than one format to the same characters.

REMEMBER *To format characters*

1. Select the characters you want to format.
2. Choose the formats you want (style, font, and size) from the Format and Font menus.

   Checkmarks on the Format and Font menus indicate the current format of the selection.

Now you're ready to go on to the next chapter where you'll finish your work on the travel brochure by saving and printing the document.

Chapter 6

Finishing Your Work

After typing, editing, and formatting the travel brochure, you should save your work. After saving the brochure, you'll want to print it for your customers.

- Saving Your Work 66
- Printing with Word 66
- Quitting Word 69

Saving Your Work

Because you added the flair of indented first lines and hanging indents to the brochure on your own initiative, you might want to save this version as a separate document along with the previous version.

To save the document and keep the previous version

1. Choose the Save As command from the File menu.
2. Turn on the Make Backup option by clicking the box.
3. Click the Save button.
4. When you see a message asking if you want to replace the existing TRAVEL document, click the Yes button.

You now have two versions of the travel brochure on your disk. The version with the latest formatting changes is named TRAVEL. The previous version is named Backup of TRAVEL. To confirm that Word made a backup copy, choose the Open command from the File menu and see whether Backup of TRAVEL is listed. Click the Cancel button to return to your document.

Printing with Word

Now that you've saved the document, you're ready to print it. First, you need to prepare the printer and Word for printing; then you can print the document.

This section describes printing with the Apple ImageWriter. If you have a different printer, see "Printing Documents" in *Reference to Microsoft Word*.

Printing for the First Time

Before you print your first document with Word, you need to take a few preliminary steps. Once you take these steps, you will not need to repeat them unless you change the type of printer you use or have an unusual print job.

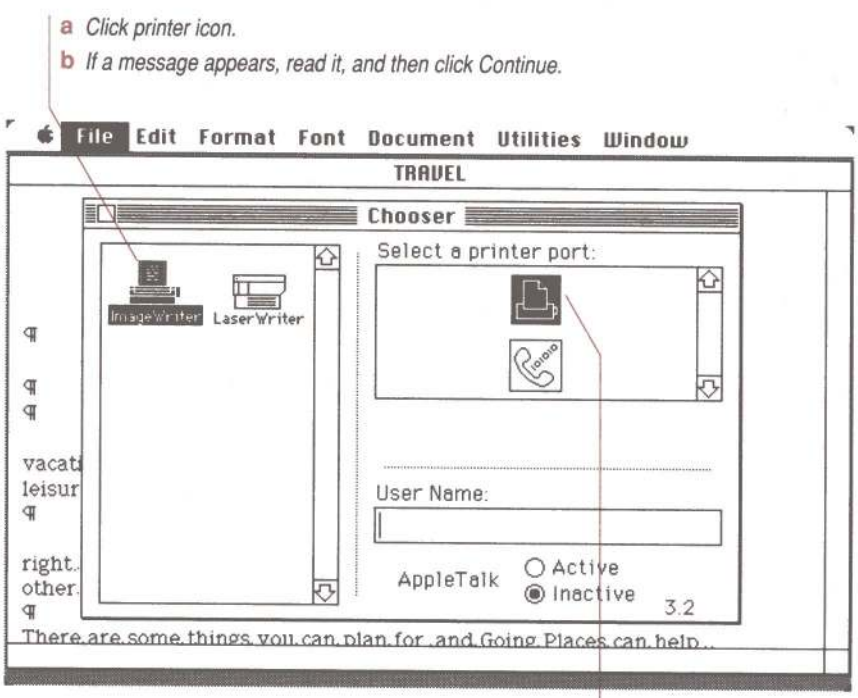
Additional printer setup information is in Chapter 2.

To prepare for printing

1. Make sure your printer is properly connected to your Macintosh, has paper loaded, is plugged in, and is turned on.

   See your printer manual for instructions.

2. Choose the Chooser command from the Apple menu.
3. Select ImageWriter and port, as shown in the following illustration:

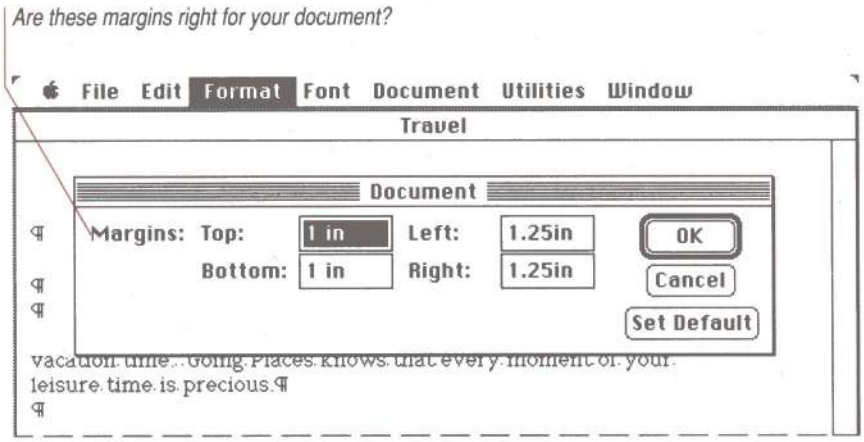


   If your printer is not shown, click the name of a printer that is compatible with your printer. You may need to consult your printer dealer.

4. Click the close box for the Chooser dialog box.
5. Choose the Page Setup command from the File menu.
6. Make sure the correct options are selected for your printer.
7. Click the OK button.

To check margins

1. Choose the Document command from the Format menu.
2. Compare the dialog box with the one in the following illustration:



3. Click the OK button.

Your printer, your Macintosh, and Word should now be ready to print your document.

Routine Printing: After Setting Up

IMPORTANT If you have not yet taken the steps listed in the previous section, "Printing for the First Time," take them now so that Word prints your document correctly.

To print TRAVEL

1. Make sure the TRAVEL document is open.

   If TRAVEL is not open, choose the Open command from the File menu, double-click the Getting Started Documents folder, and then double-click TRAVEL.
2. Choose the Print command from the File menu.
3. Click the OK button.

Word prints one copy of the entire document.

Quitting Word

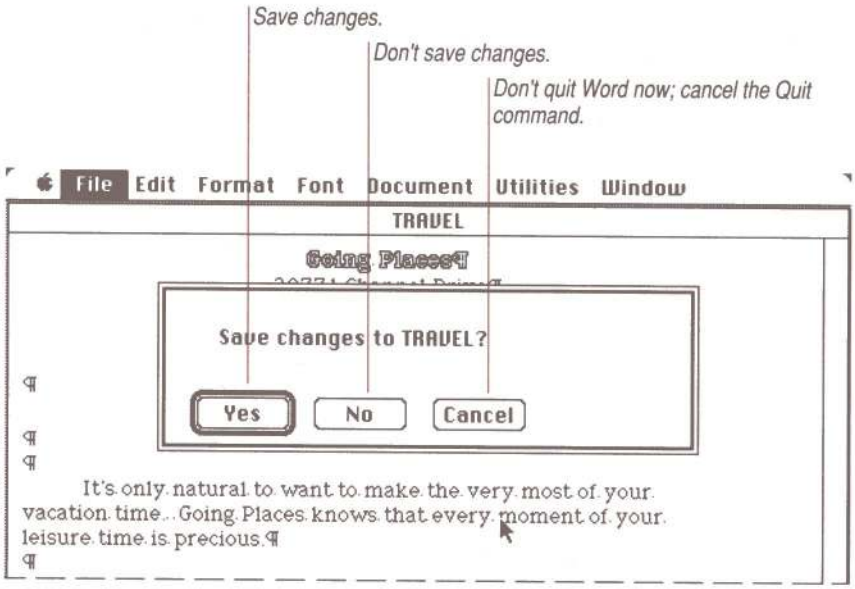
At this point, you can continue practicing with Word, or you can quit. If you want to continue practicing, go on to the next chapter, "Practicing with Model Documents," and learn more about Word.

To quit Word

If you want to quit for now:

1. Choose the Quit command from the File menu.

   Word displays this dialog box:



2. Click Yes to save your changes.

This ends your Word session.

Chapter 7

Practicing with Model Documents

Chapters 3 through 6 demonstrate basic word processing techniques: typing, selecting, editing, formatting, printing, and saving text. If you already understand basic word processing techniques and skipped the practices in Chapters 3 through 6, you can start with this chapter.

You probably spend most of your word processing time working with one or two types or "models" of documents. You can use this chapter to learn how to create or change a model. Or, you can learn about a particular feature. Use this chart to help you decide where to start.

Model	Feature	Page
Letter	Formatting	72
	Spelling	75
Form Letter	Print (Mail) Merge	79
Report	Footnotes	86
	Headers	89
Article	Print Preview	92
	Page Numbers	92
	Margins	93
	Page Breaks	94

Creating a Letter

A letter usually contains these elements:

Salutation

Inside address

Letterhead

Date

Private Collections, Ltd.
P.O. Box 29018
Augusta, Maine 04337

November 9, 1988

R. B. Newmann
1916 Valley Ridge Road
Milwaukee, Wisconsin 53207

Dear R. B. Newmann:

This is in reply to your letter of October 14th.

We are not aware of any direct approach to literary works by the group you are interested in. As a general strategy, you might begin by paying a visit to your local public library and consulting the Library of Congress Catalog--Subjects under the heading CIVIL WAR. Look specifically under the subdivisions FICTION, LITERARY COLLECTIONS, PERSONAL NARRATIVES, and POETRY.

Here are the names of four contacts who may be able to help you further:

Rare Books, Inc.	M. G. Wooton	20 Manor Way, Newport, CN 56132
The Scrivener	T. D. Scherrer	42 Brandy Dr., Chicago, IL 65220
The Bindery	F. R. Brown	977 - 145th St., Seattle, WA 90228
1st EDITIONS	Robert Mann	Box 11, Washington, D.C. 20123

Your project seems an ambitious and useful one. I wish you well with it and look forward to its publication.

Very truly yours,

Frank J. Lerner

Frank J. Lerner
Private Collections, Ltd.

Complimentary close and signature

Body

The proper placement of these elements is almost as important as their content.

Now, the question is: "How do I get my letter to look like the model?" It's easier than you might think.

To create the letter and transform it from straight text to final form, you will:

- Type the letter, inserting tabs where appropriate.
- Format the letter, using the ruler and commands from the Format menu.
- Check for spelling errors in the letter.

Before you begin

1. Start Word.

   — or —

   If Word is already started, close any open document windows and choose New from the File menu.

2. Choose the Show Ruler command from the Format menu, if the ruler is not already displayed.

Typing the Letter

To type the model letter

▶ Type the model letter, as shown in the following illustration.

Make a few typing errors so that you can practice correcting them when you check the spelling in the letter.

¶ means press Return.
➧ means press Tab.

Before starting to type, click centered icon; then choose Bold from the Format menu.

Click flush right icon here; then choose Plain Text from the Format menu.

Click flush left icon here.

File Edit Format Font Document Utilities Window

Untitled1

Private Collections, Ltd.¶
P.O. Box 29018¶
Augusta, Maine 04337¶
¶

November 9, 1988¶
¶

R. B. Newmann¶
1916 Valley Ridge Road¶
Milwaukee, Wisconsin 53207¶
¶
Dear R. B. Newmann:¶
¶
This is in reply to your letter of October 14th.¶
¶
We are not aware of any direct approach to literary works by the group you are interested in. As a general strategy, you might begin by paying a visit to your local public library and consulting the Library of Congress Catalog--Subjects under the heading CIVIL WAR. Look specifically under the subdivisions FICTION, LITERARY COLLECTIONS, PERSONAL NARRATIVES, and POETRY.¶
¶
Here are the names of four contacts who may be able to help you further:¶
¶

Rare Books, Inc➧	M. G. Wooton➧	20 Manor Way, Newport, CN 56132¶
The Scrivner➧	T. D. Scherrer➧	42 Brandy Dr., Chicago, IL 65220¶
The Bindery➧	F. R. Brown➧	977 - 145th St., Seattle, WA 90228¶
1st EDITIONS➧	Robert Mann➧	Box 11, Washington, D.C. 20123¶

¶
Your project seems an ambitious and useful one. I wish you well with it and look forward to its publication.¶
¶
Very truly yours,¶
¶
¶
Frank J. Lerner¶
Private Collections, Ltd.¶

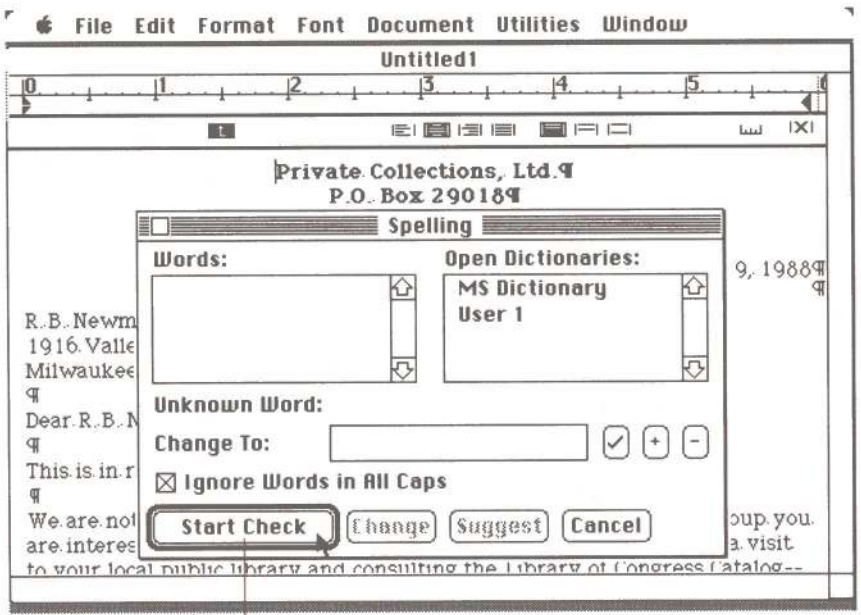
Checking Your Typing and Spelling

Before printing the letter, you'll want to check for typing and spelling mistakes.

To check for misspelled words

1. Position the insertion point at the beginning of the document.
2. Choose the Spelling command from the Utilities menu.

   If the MS Dictionary is not in the Word or System folder, you see a dialog box asking you to locate the dictionary. You may have to eject a disk and insert a different working disk to open the MS Dictionary. If you have a hard disk, open the folder that contains Word's MS Dictionary; then open the MS dictionary.
3. Click the Start Check button in the Spelling dialog box. Word checks the first word in the document. Check your spelling as shown in the following illustrations:



a *Click here to start.*

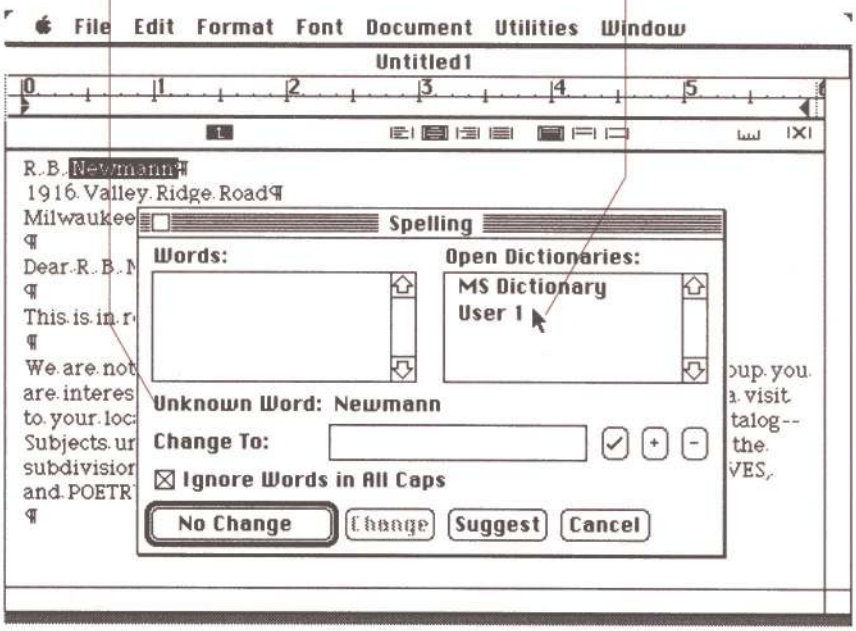
If you didn't misspell any words in the first four lines you typed, the first word that Word will find is "Newmann."

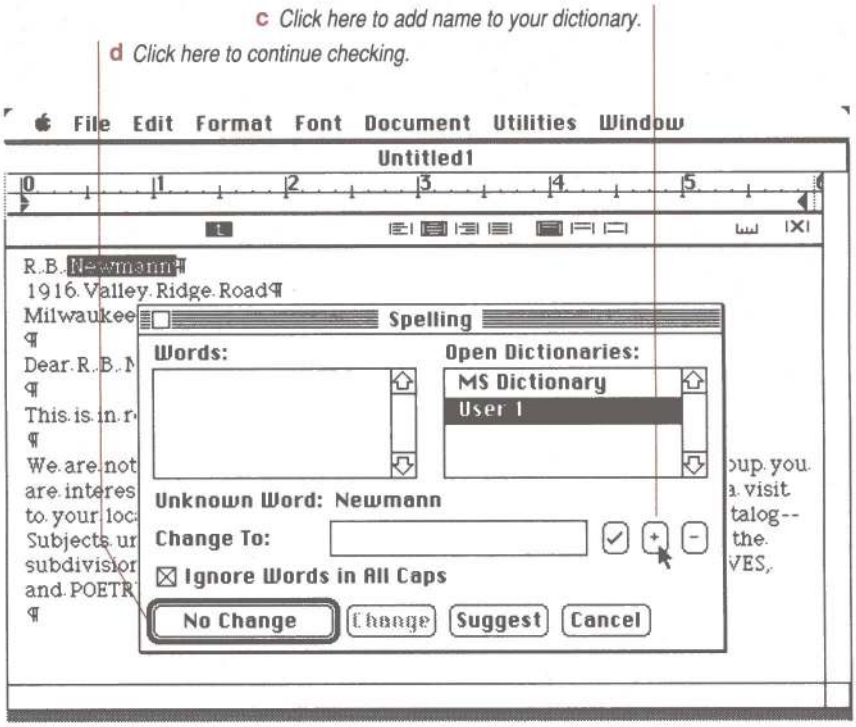
You'll want to add the word "Newmann" to the User 1 dictionary so that Word will recognize it the next time you check spelling.

You cannot change the MS Dictionary.

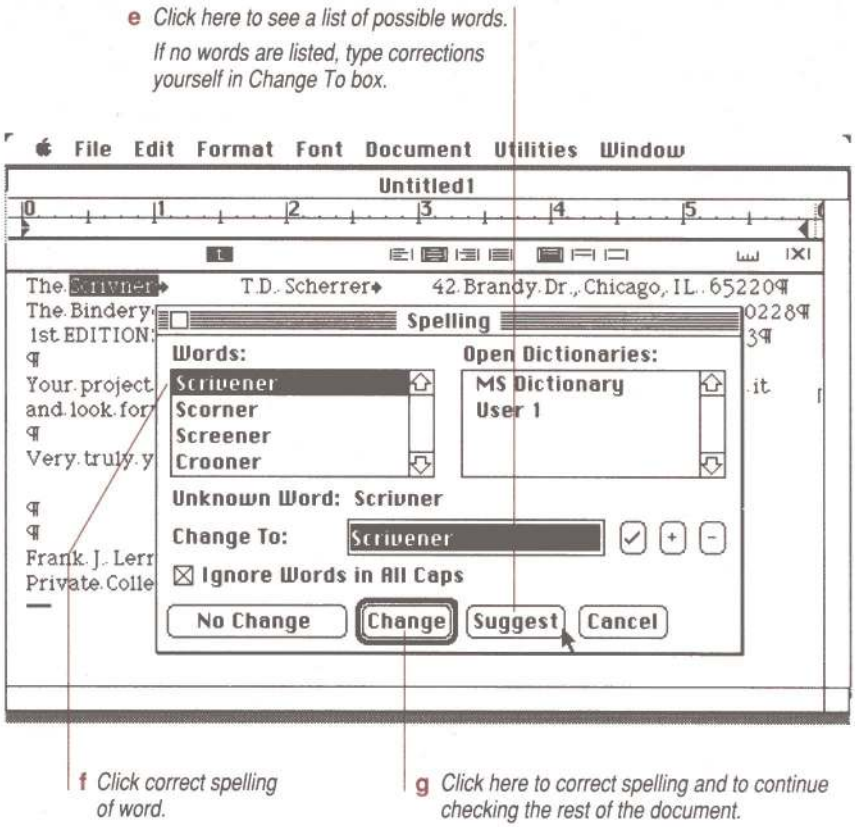
Word doesn't recognize people's names.

b *Select dictionary name to indicate where to add unknown word.*





That's all you need to do when the unknown word is spelled correctly. The following example illustrates how to deal with a word that is really misspelled.



You have three choices for each unknown word: You can add the unknown word to a dictionary, change the word, or specify no change.

4. When the message "End of document reached" is displayed, click the OK button.

Saving and Printing the Letter

To save the letter

1. Choose the Save As command from the File menu.
2. Type *LETTER TO NEWMANN*
3. Click the Save button.

To print the letter

If you want to print the letter:

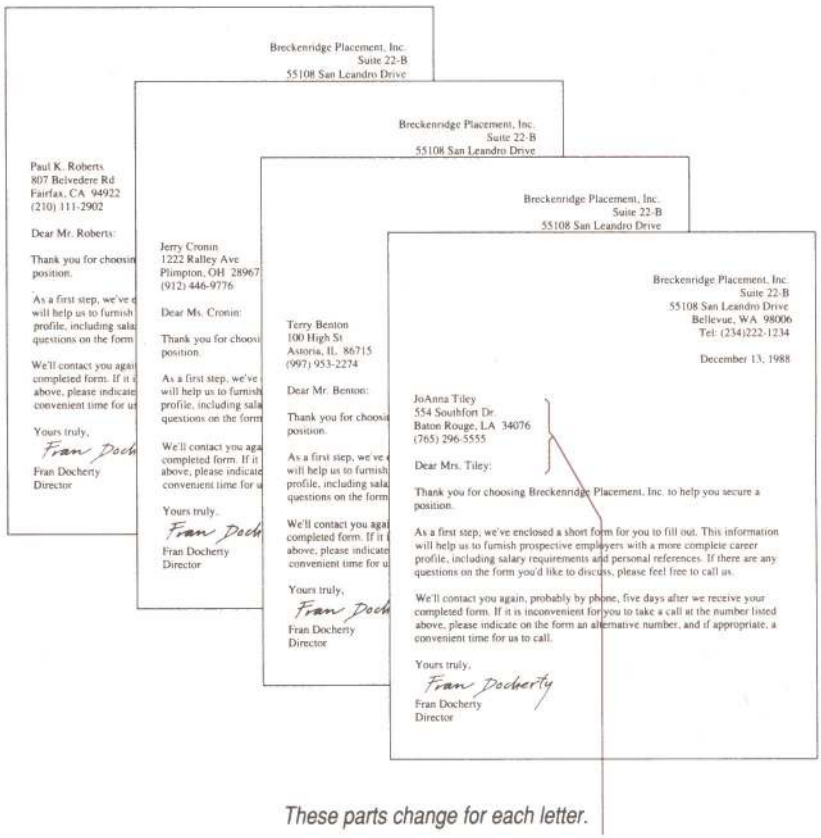
1. Choose the Print command from the File menu.
2. Click the OK button in the Print dialog box.

For more information about spelling, see "Spelling" and "Spelling Command" in *Reference to Microsoft Word.*

Creating Form Letters

You may want to send out a personalized mailing to a hundred clients. With Word's Print Merge command, you can create many customized variations of the same form letter. This is easier and faster than typing each variation separately.

This model form letter is typical of those sent out by executive recruiting agencies. Every client receives this initial letter. Except for the client's personal information, the letters are identical.



These parts change for each letter.

To create form letters, you will:

- Create the letter, putting in merging instructions (main document).

Merging instructions are placeholders for names and addresses.

```
                                                  December 13, 1988¶
                                                                  ¶
«name»¶
«street»¶
«city state zip»¶
«phone»¶
¶
Dear «fullname»:¶
¶
Thank you for choosing Breckenridge Placement, Inc. to help you secure a
position.¶
¶
As a first step, we've enclosed a short form for you to fill out. This
information will help us to furnish prospective employers with a more
```

- Create a document containing the name, address, and salutation for each client (data document).

Names and addresses for each letter

```
File  Edit  Format  Font  Document  Utilities  Window
Untitled2
name,street,city state zip,phone,fullname¶
Terry Benton,100 High St.,Astoria IL 86715,(997)953-2274,Mr. Benton¶
Jerry Cronin,1222 Ralley Ave.,Plimpton OH 28967,(912)446-9776,Ms. Cronin¶
Paul K. Roberts,807 Belvedere Rd.,Fairfax CA 94922,(210)111-2902,Mr.
Roberts¶
JoAnna Tiley,554 Southfork Dr.,Baton Rouge LA 34076,(765)296-5555,Mrs.
Tiley¶
```

- Merge the two documents to produce customized letters, using the Print Merge command from the File menu.

Before you begin

1. Start Word.

   — or —

   If Word is already started, close any open document windows and choose New from the File menu.

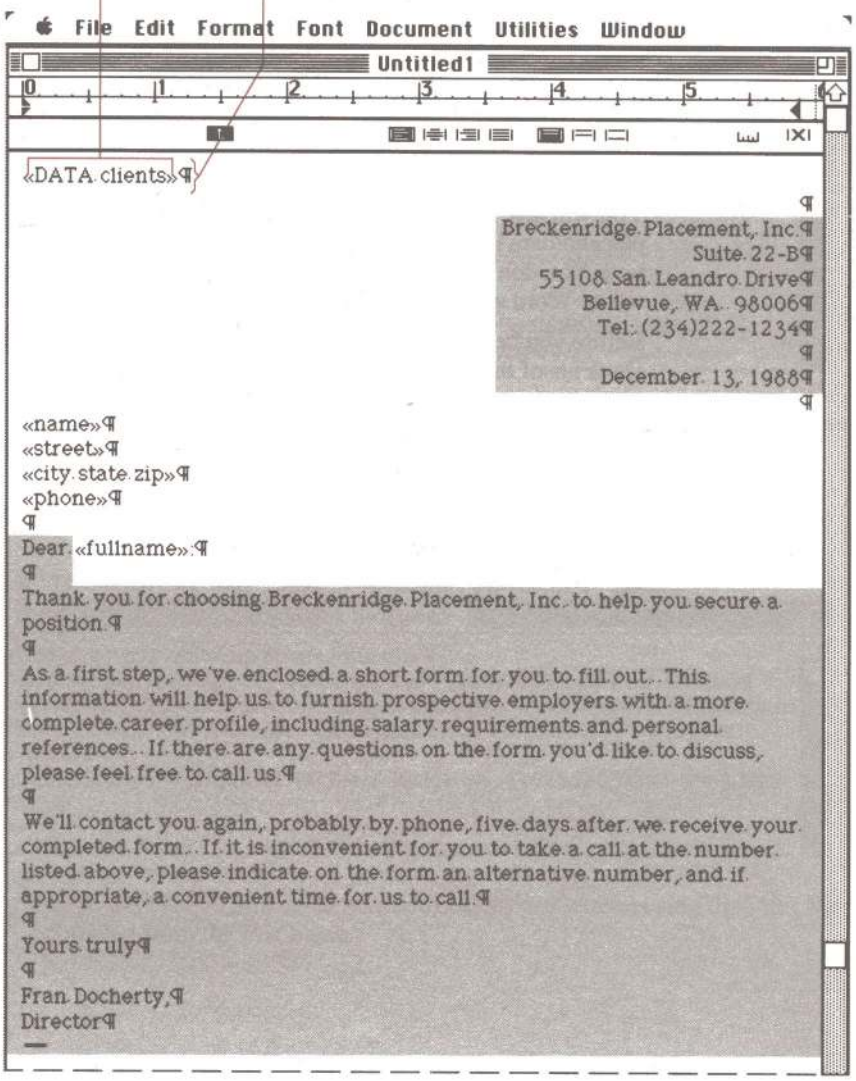
2. Choose Show Ruler from the Format menu, if necessary.

Creating the Main Document

The main document contains the text that is the same for all the letters. You type the main document only once.

You will also insert merging instructions in the main document. These instructions are placeholders for the elements of the letter that will vary: the name, address, and salutation. You don't type "Dear Mr. Roberts" in the main document, but you do indicate where Word will insert that salutation during the merge.

Before you begin this practice, study the illustration that follows to learn about the elements of the main document.



To create the main document

Now create the main document:

- Type and format the letter, as shown in the following illustration.

Press Option-\ (backslash) for the « symbol.
Press Shift-Option-\ (backslash) for the » symbol.

a *Press Option-\.*

b *Type* ***DATA*** *and name of data document to be merged in (separated by a space).*

c *Press Shift-Option-\; then press Return.*

d *Click flush right icon before starting to type letter.*

Be sure to press Return as shown here.

File Edit Format Font Document Utilities Window

Untitled1

«DATA clients»¶

¶
Breckenridge Placement, Inc.¶
Suite 22-B¶
55108 San Leandro Drive¶
Bellevue, WA 98006¶
Tel: (234)222-1234¶
¶
December 13, 1988¶
¶

«name»¶
«street»¶
«city state zip»¶
«phone»¶
¶
Dear «fullname»:¶
¶
Thank you for choosing Breckenridge Placement, Inc. to help you secure a position.¶
¶
As a first step, we've enclosed a short form for you to fill out. This information will help us to furnish prospective employers with a more complete career profile, including salary requirements and personal references. If there are any questions on the form you'd like to discuss, please feel free to call us.¶
¶
We'll contact you again, probably by phone, five days after we receive your completed form. If it is inconvenient for you to take a call at the number listed above, please indicate on the form an alternative number, and if appropriate, a convenient time for us to call.¶
¶
Yours truly¶
¶
Fran Docherty,¶
Director¶

e *Click flush left icon before continuing to type.*

Words between « and » are field names.

f *Remember to type this colon.*

g *Type this text, which is the same for all the letters.*

To save the main document

1. Choose the Save As command from the File menu.
2. Type *First Response* in the Save Current Document As text box.
3. Click the Save button.

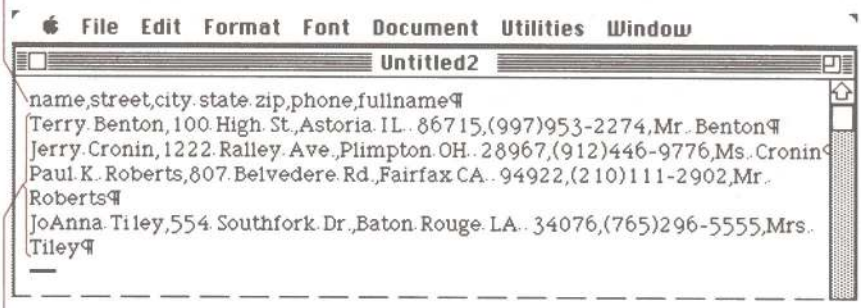
Creating the Data Document

Now you need to create a data document containing the names and addresses of your clients.

The data document contains the information to be inserted into the main document in place of the placeholders when the form letters are printed.

Before you do the next practice, study this illustration:

Header record — this first line includes the names you used as placeholders in the main document.



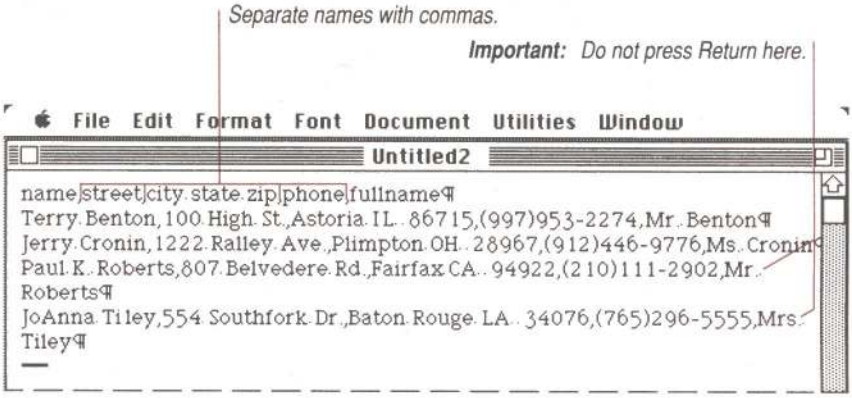
Data records — one for each letter you want to print.

Information is in the same order as associated names in header record.

To create the data document

Now, create the data document.

1. Choose the New command from the File menu.
2. Type the data document, as shown in the following illustration.



It's all right if the records wrap to the next line. Make sure you press Return only at the end of each record.

To save the data document

1. Choose the Save As command from the File menu.
2. Type *clients* in the Save Current Document As text box.

   "Clients" is the name you entered in the DATA instruction at the beginning of the main document.

   The First Response and clients documents need to be on the same disk and in the same folder.
3. Click the Save button.

To print the form letters

Now you can merge the two documents and print your form letters.

You'll print as many form letters as there are records in the data document. Here, four records yield four form letters.

1. If the First Response document is not in the active window, choose First Response from the Window menu.
2. Choose the Print Merge command from the File menu.
3. Select the All option to print letters for all addressees.
4. Click the Print button.
5. Make sure the All option is selected in the Print dialog box. Then click the OK button to start merging and printing.

Word prints the form letters in the order of the data records in the data document: Benton, Cronin, Roberts, and Tiley.

For more information on merging, see "Form Letters," "Mailing Labels," and "Print Merge Command" in *Reference to Microsoft Word*.

Finishing a Report

This page from a model financial report demonstrates how to set up:

- Footnotes
- Headers with the page number and date of printing

Addendum 11/21/88 1

D. Significant Accounting Policies

The accompanying financial statements include accounts of the Company and all of its subsidiaries except its three finance subsidiaries.[1] The finance subsidiaries are accounted for by the equity method, and their profit is included in the consolidated results of operations as a separate item. The consolidated financial position describes the cost of the Company's investments in its financial subsidiaries in addition to the degree of profit retained by them.

E. Property, Plant, and Equipment

The Company has purchased an existing 250,070 square foot facility on a 32-acre site in nearby German Hills, New York, for approximately $5,000,000. In mid-1989, after certain modifications and renovations are completed, the Company will move all of its U.S. manufacturing, research and development operations, and its corporate headquarters into this new building. The existing plant in Redmond, New York, is currently being offered for sale or lease.

F. Loans to Officers

In fiscal 1980, the Board of Directors authorized loans aggregating $300,000 to certain officers to purchase common stock of the Company on the open market. The loans bear interest at 4.75% but were granted with the intention that they and the interest accruing thereon be forgiven over the long term of the officers' subsequent employment with the Company. [2]

G. Debt Obligation

The aggregate amounts of maturities of long-term debt in each of the six fiscal years subsequent to September 30, 1978, are: [3]

Year	Amount	Year	Amount
1979	$145,000	1982	$184,000
1980	$147,000	1983	$187,000
1981	$159,000	1984	$188,000

H. Foreign Exchange

---

[1] Section K contains financial information on the finance subsidiaries.
[2] The loan agreements provide that, as long as the officers remain employees of the Company, the Company will annually forgive 4.75% of the original loan amount as well as the interest that accrued on the loan during the year.
[3] Refer to Section R for specific details.

An unfinished version of this report is in your Getting Started Documents folder.

To enhance and finish the model report, you will add footnotes and headers with the page number and date.

Before you begin

1. Start Word.

   — or —

   If Word is already started, close any open document windows.

2. Choose the Open command from the File menu.

   If the Getting Started Documents folder is not listed, click the Drive button. If it is still not listed, click the Eject button, and then replace the ejected disk with the disk that contains the Getting Started Documents folder.

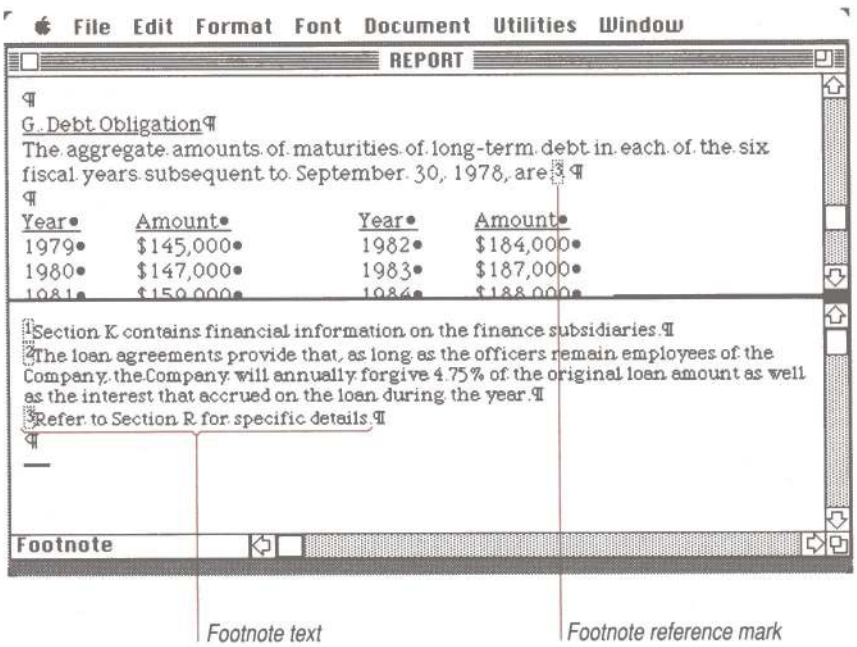
   If you have a hard disk, open the folder that contains the Getting Started Documents.

3. Double-click Getting Started Documents in the list box if it is not already open.
4. Double-click REPORT in the list box.

Adding Footnotes

Several items on this page of the report have additional information that could be placed in footnotes.

Footnotes consist of two parts:



You can't see the footnote text in the main document window while you are editing in galley view. The text appears in a special footnote window.

NOTE Galley view refers to the way Word first displays your document when you open it. In galley view, some elements of your document are not displayed in their actual page position so that you can concentrate on composing the body of the document. In "More Word Power," you'll learn about another view — page view. In page view, you can see and edit footnote text and other elements of a document in their actual positions on the page.

To add footnotes

1. Click after "subsidiaries" at the end of the first sentence in paragraph D to indicate where to insert the footnote reference.
2. Choose the Footnote command from the Document menu.
3. Click the OK button for an automatically numbered reference mark.

   When the Auto-numbered Reference option is turned on, Word numbers your footnotes automatically and renumbers them if you add or delete any.

   Notice the number that appears in the text and in the footnote window at the bottom of the screen. The insertion point moves to the footnote window.
4. Type the footnote text:

   Section K contains financial information on the finance subsidiaries.
5. Click in the document window to move the insertion point back into that window.

   Notice that the footnote window remains open.
6. Position the insertion point at the end of paragraph F, after the word "Company."
7. Repeat steps 2 and 3; then type the footnote text:

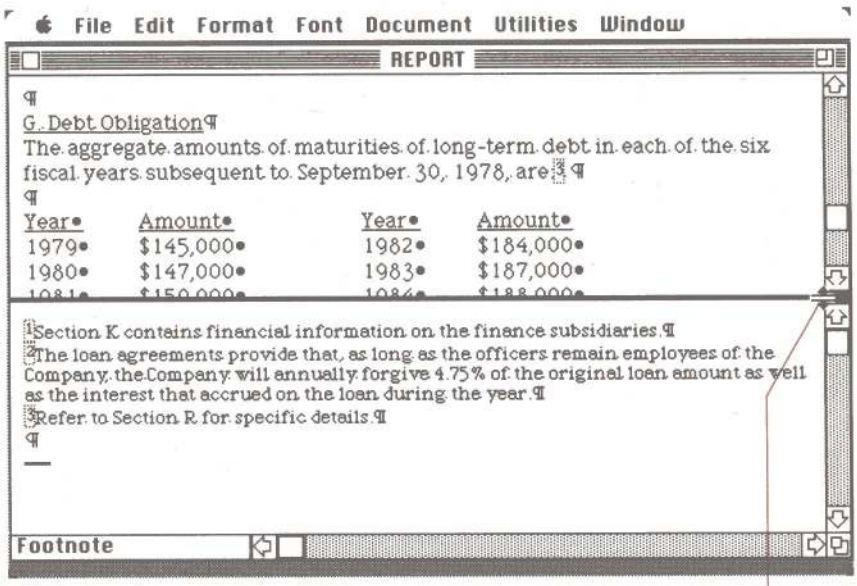
   The loan agreements provide that, as long as the officers remain employees of the Company, the Company will annually forgive 4.75% of the original loan amount as well as the interest that accrued on the loan during the year.
8. Scroll the document window, and then click after "are:" just before the table in paragraph G, to insert the next footnote.
9. Repeat steps 2 and 3; then type the footnote text:

   Refer to Section R for specific details.

To close the footnote window

When you've finished adding the footnotes, close the footnote window to recover the full window for viewing your document.

- Drag the split bar, as shown in the following illustration:



Drag split bar down and off the bottom of the screen to close footnote window.

For more information about footnotes, see "Footnotes" and "Footnote Command" in *Reference to Microsoft Word.*

Adding Headers

For a multiple-page document, such as this report, you will probably want the name of the document, its date of printing, and the page number on each page. You can add this text at the top of each page by creating one header for the whole document.

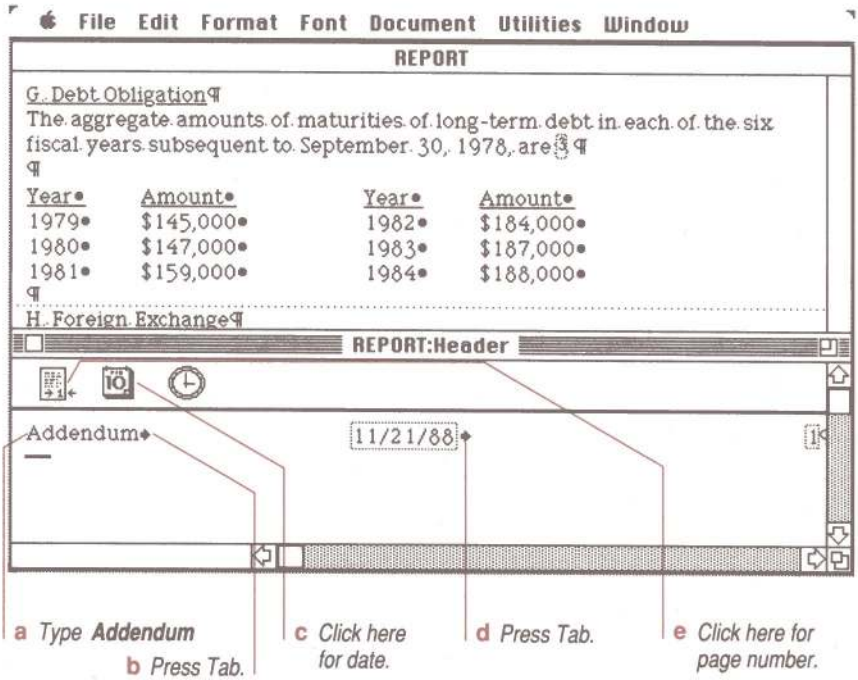
You can't see the header text in the main document window while editing in galley view. Like the footnote, the header appears in a special window.

To add headers

1. Choose the Open Header command from the Document menu.

   Notice the new window.

2. Type the header and add the date and page number, as shown in the following illustration:



3. When you finish typing the header, click the close box to close the header window.
4. Save the report and close the window.

For more information about headers, see "Headers and Footers" in *Reference to Microsoft Word*.

Finishing an Article

For some documents, such as a magazine article, you may want to know which text will appear on which page so that you can adjust the page breaks.

Overview of Modern Word Processing

With the first release of Microsoft® Word in 1983, personal computer word processing users were introduced to a new vision of how word processing could be done. The initial thrust sliced away visible formatting codes that cluttered the text and made reading one's writing difficult. The second thrust sliced away the need to reformat lines. The third thrust provided the first word processing with globally specifiable and editable formatting instructions.

What-you-see-is-what-you-get (WYSIWYG) display, dynamic reformatting of lines after inserting or deleting text, and styles escorted a new era in word processing. In the train of features also came special storage for reusable text (glossaries) and speedy marking of text for editing and formatting (with the mouse).

These features were technically very advanced and pioneering in the personal computer world of word processing. In fact, these differences from "standard" word processing programs seem to have caused slow acceptance. People could not yet see the advantage of Word's high degree of confidence in fine measurements and sexy display. Even the inclusion of print merge (for form letters) and a spelling checker did not produce much improvement in sales.

Anticipation

In reality, Word anticipated highly precise "printing engines." A printing engine is any device that renders text onto a permanent medium such as paper or film for the purpose of being read by the human eye. Typical printing engines are dot-matrix printers, daisy-wheel printers, laser printers, and phototypesetters. To support printing on the high-quality output devices--printing engines such as laser printers and phototypesetters--Word stores measurements in increments of 1/20 of a point, or 1/1440 of an inch. In the world of daisy-wheel and dot matrix printers, however, this distinction was totally irrelevant, and the speed penalty resulting from calculating these minute measurements was an extremely visible and undesirable tradeoff.

The model article is in the Getting Started Documents folder.

To put the finishing touches on the model article, you'll use Word's Print Preview command to adjust the layout.

With print preview, you'll:

- Add page numbers
- Reset the margins
- Adjust page breaks

Before you begin

1. Start Word.

   — or —

   If Word is already started, close any open document windows.

2. Choose the Open command from the File menu.

If the Getting Started Documents folder is not listed, click the Drive button. If it is still not listed, click the Eject button, and then replace the ejected disk with the disk that contains the Getting Started Documents folder.

If you have a hard disk, open the folder that contains the Getting Started Documents.

3. Double-click Getting Started Documents in the list box if it is not already open.
4. Double-click OVERVIEW in the list box.

Adjusting Page Layout

Print Preview enables you to see and adjust the placement of the following elements of a document:

- Margins
- Page breaks
- Page numbers
- Headers
- Footers
- Footnotes
- Fixed position objects

To preview the layout

1. Choose the Print Preview command from the File menu.

   The text is reduced so that you can see two full pages at a time of the document and you can see exactly where the elements are on the page. You cannot edit the text in print preview.

2. Scroll pages 2 and 3 into view by clicking the down scroll arrow.

   Notice how Word "turns the pages" and then displays "Pages 2–3" at the top of the dialog box.

3. Continue to scroll until you've seen all the pages.
4. Return to page 1 by dragging the scroll box to the top of the scroll bar.

   Notice that as you drag the scroll box, the page number is displayed at the top of the dialog box.

To add page numbers

Now add page numbers to the article.

1. Click the page number icon ( ) at the left side of the dialog box.

   Notice the new shape of the mouse pointer.

2. Position the page number pointer ( ) at the bottom center of the first page.
3. Click the mouse button.

   Notice the page numbers at the bottom of pages 1 and 2.

To adjust the margins

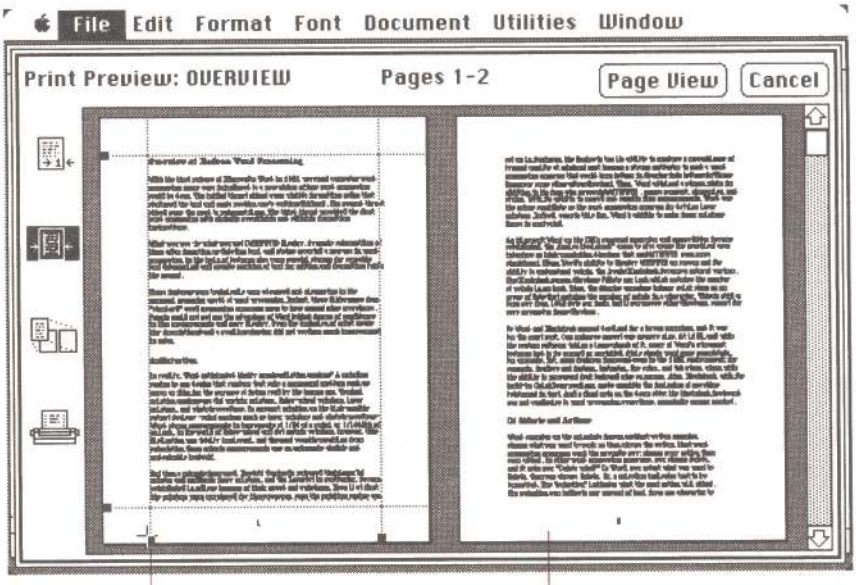
The publication that will print your article prefers the left margin to be 2 inches. Right now your left and right margins are both 1.25 inches.

1. Click the margin icon ( ).

   Notice the margin lines on the right page of the preview.

2. Click in the left page of the preview.

3. Drag the margin handle, as shown in the following illustration:



a Drag left margin handle right to 2 inches.

As you drag, notice changing measurement at the top of the dialog box.

b Click here to see new margins.

To get a close-up with page view

After you adjusted the margins, the page breaks changed. Look at the bottom of page 2. To get a magnified view of that heading, you'll switch to page view.

1. Double-click anywhere in page 2.

   Double-clicking takes you to page view for that page. You can also switch to page view by clicking the Page View button at the top of the Print Preview dialog box.

   With page view, you can edit elements as you view them in their actual positions on the printed page. You'll practice editing in page view in Chapter 10, "Designing Document Pages."

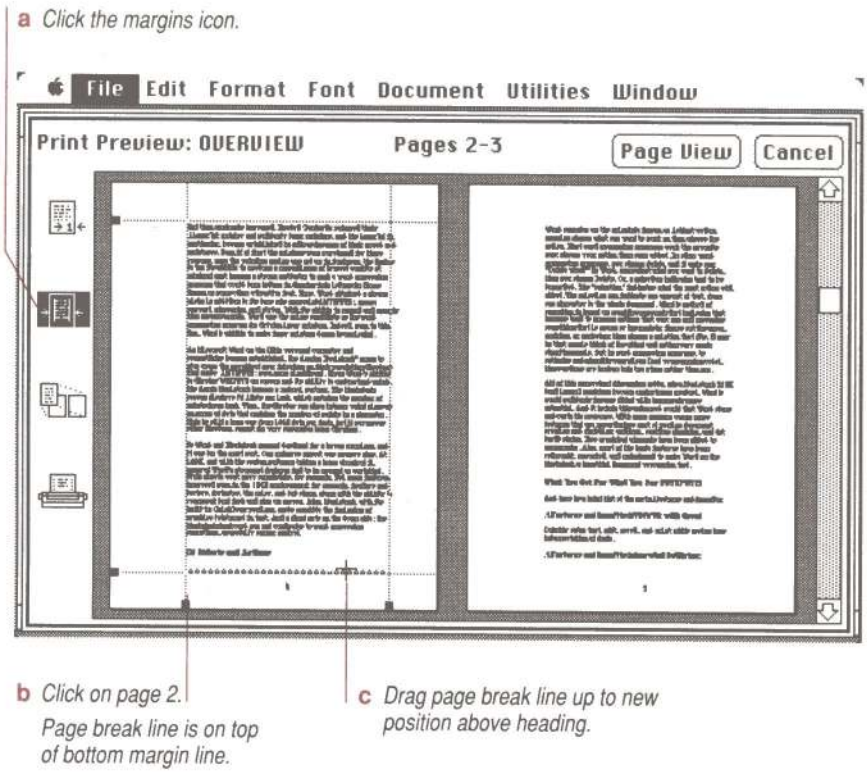
2. Click the down scroll arrow until you are at the bottom of page 2.

The article would look better if you move the page break up so that the topic heading "Of Objects and Actions" moves to the top of the next page.

NOTE If you are using a printer other than ImageWriter, the heading may be in a different position than shown here.

To adjust the page break

1. Choose Print Preview from the File menu to return to print preview.
2. Drag the page break, as shown in the following illustration:



Notice the new position of the heading.

To exit print preview

- Click the Cancel button.

Closing the Document Window

Because you will be reusing this document in its original form in later chapters, you should keep the original version of the article.

To save the original article and discard changes

1. Click the close box to close the document window.
2. Click the No button to discard the changes.

For more information on the preceding procedures, see "Insert Page Break," "Numbering Pages," "Page Layout," "Page View Command," and "Print Preview Command" in *Reference to Microsoft Word.*

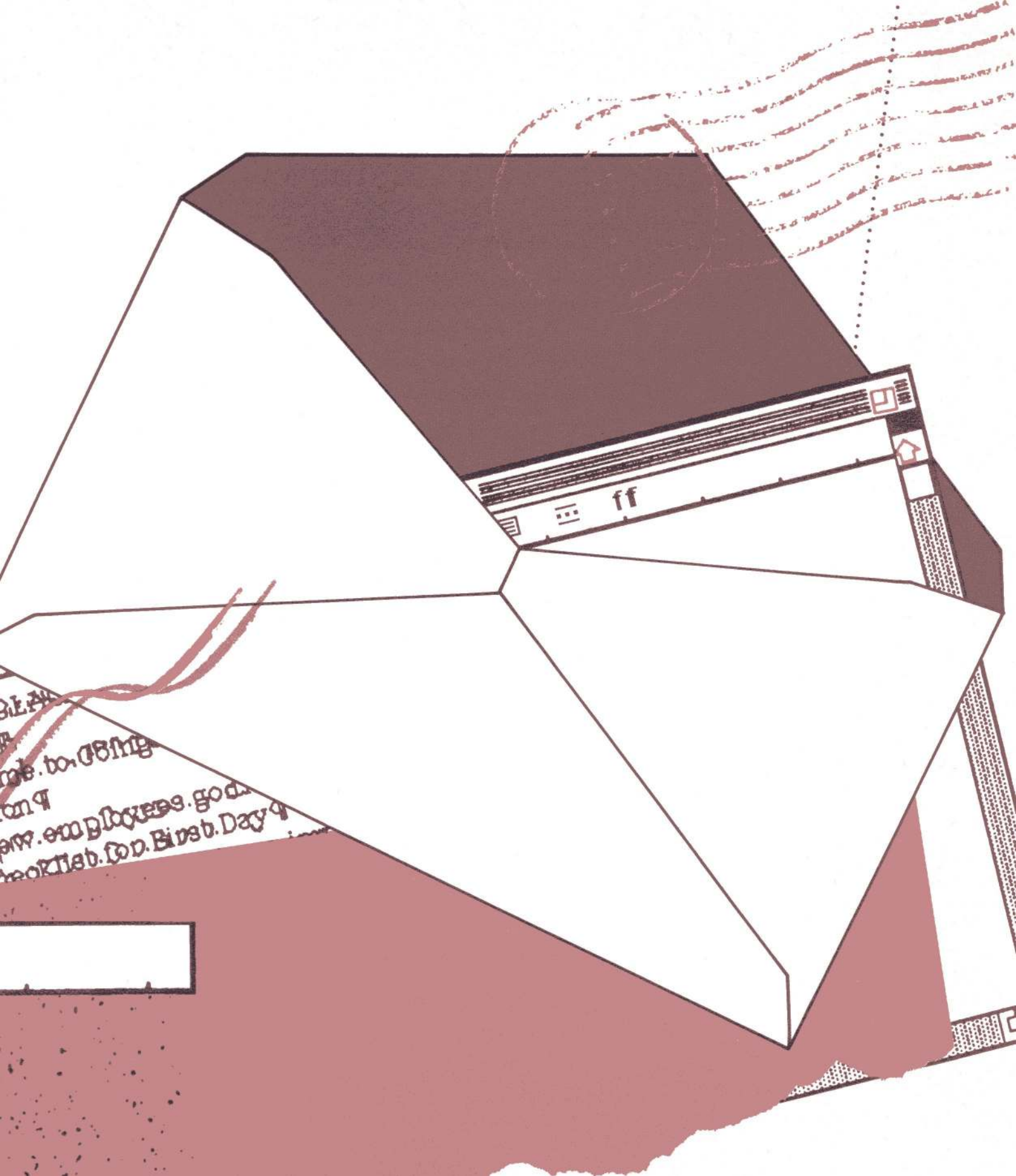
More Word Power

In "Word Processing Basics," you practiced basic word processing skills with commands from Word's Short menus. You now have a strong foundation for completing many basic types of documents with Word.

"More Word Power" is for experienced Macintosh word processing users. Use this part of the book to practice some of Word's advanced features for complex documents. Many of these features are available only on Word's Full menus.

This part contains practices for:

- Glossaries
- Tables and calculation
- Facing pages and multiple columns
- Print Preview
- Page View
- Styles
- Outlining
- Table of contents and index
- Custom menus


ff

Chapter 8

Using Repeated Text: Glossaries

While working in a document, you may want to avoid retyping frequently used text. This chapter describes how to use a glossary to store and insert repeated text.

- What Is a Glossary? 100
- Defining and Inserting Glossary Entries 100
- Saving Glossary Entries 102

Before you begin

1. Copy the Getting Started Documents folder to one of your working disks before you start Word.
2. Start Word.
3. Choose Full Menus from the Edit menu.

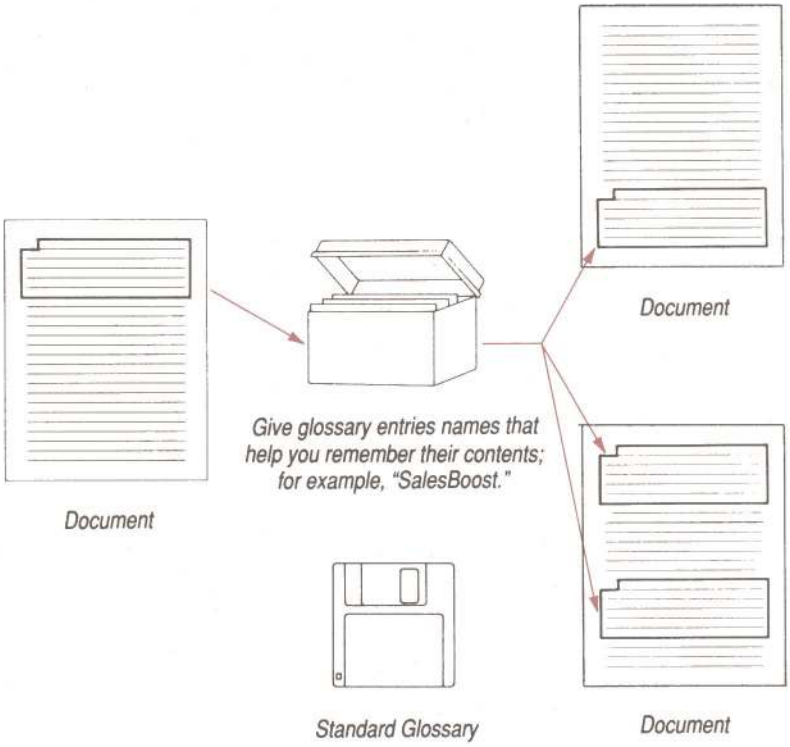
   Full menus remain active until you choose Short Menus, even if you quit Word.

If you want to switch back to Short menus:

- Choose Short Menus from the Edit menu.

What Is a Glossary?

A glossary is a special storage space where you can store frequently used text or graphics. The items in a glossary are called glossary entries. You name each entry and then use the name to identify the entry that you want to paste into a document.

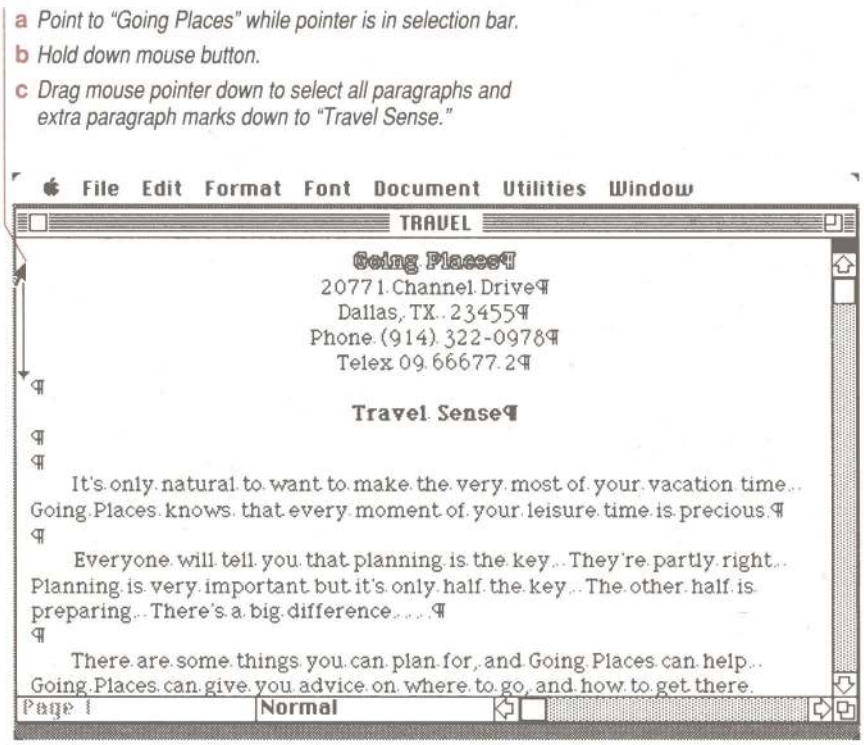


Defining and Inserting Glossary Entries

Once you have identified some text that you will use repeatedly, you can define it as a glossary entry. The text is then readily available for you to insert into the same document or into another document without having to retype it each time.

To define a glossary entry

1. Open the document named TRAVEL from the Getting Started Documents folder.
2. Select the Going Places name and address, as shown in the following illustration:



3. Choose Glossary from the Edit menu.
4. Type *Letterhead* in the Name text box.
5. Click the Define button.

   Notice the new text in the area below the Name text box.
6. Click the Cancel button to close the dialog box.

NOTE You can save keystrokes by giving your glossary entries shorter names.

To insert a glossary entry

The next time you need the Going Places letterhead in a document, you can insert it from the glossary.

1. Click to position the insertion point where you want to insert the glossary entry.
2. Choose Glossary from the Edit menu.
3. Select Letterhead from the list box.
4. Click the Insert button.

Saving Glossary Entries

Word automatically saves glossary entries you define during one work session. This means you can insert any glossary entry into any document before you quit Word. When you quit, Word asks if you want to save the entries in the Standard Glossary. If you save the entries in the Standard Glossary, you can insert them in other documents anytime you use Word.

To save the glossary entries

Practice saving the entries now, so that you won't have to worry about them later when you quit Word.

1. Choose Glossary from the Edit menu.
2. Choose Save from the File menu while the Glossary dialog box is open.
3. Click the Save button.

   This saves the entry, Letterhead, in the Standard Glossary.

You can define many glossary entries and insert them in many documents. The steps for defining, inserting, and saving are the same for each glossary entry.

You've learned one way to define and insert a glossary entry. For information on other ways to use glossary entries, see "Glossaries" and "Glossary Command" in *Reference to Microsoft Word.*

REMEMBER *To define a glossary entry*

1. Type the entry; then select it.
2. Type a name for the entry.
3. Click the Define button.
4. Click the Cancel button to close the dialog box.

REMEMBER *To insert a glossary entry*

1. Position the insertion point where you want the entry.
2. Choose Glossary from the Edit menu.
3. Select the name of the entry.
4. Click the Insert button.

REMEMBER *To save a glossary entry*

▶ Wait until you quit Word and click the Yes button to save all the entries in the Standard Glossary.

– or –

1. Define a glossary entry.
2. Choose Glossary from the Edit menu.
3. Choose Save from the File menu with the Glossary dialog box open.
4. Click the Save button.

Chapter 9

Using Tables and Calculating

Tables in Microsoft Word give you the flexibility to add, delete, and move individual columns of text, numbers, or graphics. You don't have to set tab stops or arrange paragraphs side by side. You just specify how many columns and rows you want and then type the information or paste the graphic into the table.

When you combine Word's table and calculation features you can easily perform simple calculations with the mathematical data in your tables.

- What Is a Table? 106
- Setting Up a Table 108
- Typing Text in a Table 110
- Selecting in a Table 111
- Adjusting Column Width 112
- Formatting Columns 113
- Creating a New Column 114
- Adding and Centering a Title 115
- Changing Text into a Table 116
- Calculating with Word 118

Before you begin

1. Copy the Getting Started Documents folder to one of your working disks before you start Word.
2. Start Word.
3. Choose Full Menus from the Edit menu.

   Full menus remain active until you choose Short Menus, even if you quit Word.

If you want to switch back to Short menus:

- Choose Short Menus from the Edit menu.

What Is a Table?

A table is two or more columns of text, numbers, or graphics you typically use for quick reference information. In most word processing programs, you set up these columns with tab stops. In Word you don't have to move tab stops every time you make changes in the table. You can rearrange columns and rows any way you want.

Here are some examples of tables you might use in finished documents.

A table can include numbers:

Deferred income taxes are provided for all differences in timing of reporting income and expenses for book and tax purposes, except for items that are not allowable by various regulatory commissions as an expense for rate-making purposes. The cumulative net amount of such timing differences for which deferred income taxes have not been provided approximated $102 million as of December 31, 1987.

Income tax expense for the years 1987, 1986, and 1985 includes federal current and deferred tax:

1987	1986	1985
$ (59,270.00)	$ (82,712.00)	$ (5,702.00)
(27,730.00)	130,693.00	(89,819.00)
(38,681.00)	(19,541.00)	5,344.00
$ (125,681.00)	$ 28,440.00	$ (90,177.00)

Following are the differences that cause the effective income tax rate to vary from the federal income tax rate of 40 percent in 1987 and 46 percent in 1986 and 1985:

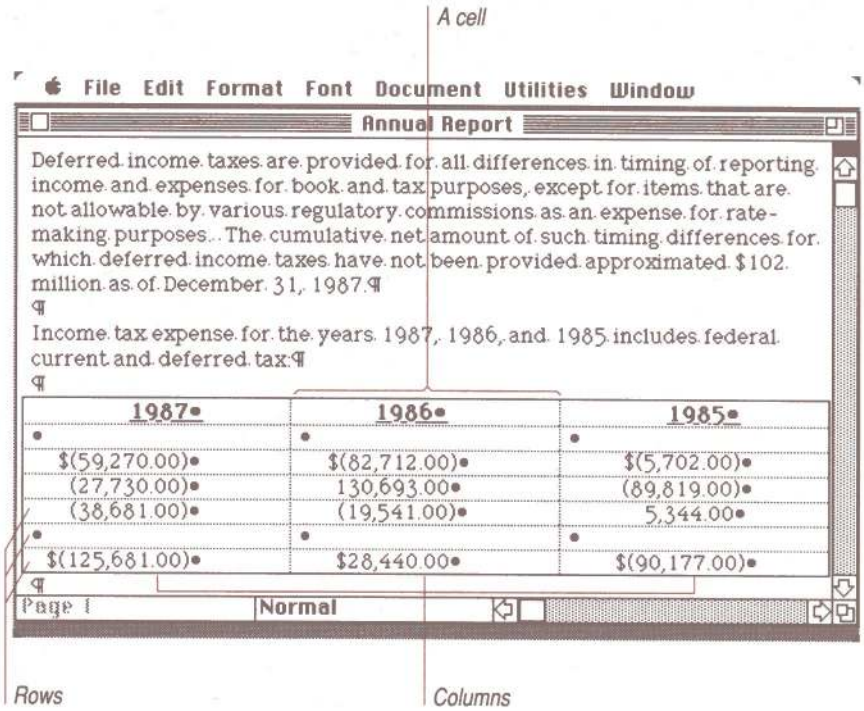
Or, a table can include text and graphics:

The following are letterhead choices for our Memorandum stationery that the advertising agency recommended in their April 5 presentation. These memorandums will circulate within our branches with training updates and they will be distributed to some of our major clients. On the right, I've taken the liberty of commenting on the logos' respective strengths and weaknesses:

memo:	Nice and casual, but I'm afraid a bit overused.
McMilliam-Bates **MEMO:**	Another simple design. This one has a nice friendly flair that would go over well with the trainees. Still, it doesn't exude enough stability.
MEMO:	This was included for laughs, so I thought I'd do the same here!
McMilliam-Bates **MEMO:**	This was the overall favorite of everyone who attended the presentation. Clean lines, interesting, friendly, has corporate identity and stability without being stodgy.

What do you think?

You can have any combination of numbers, text, and graphics in a table. Whenever you want to arrange two or more columns of information side by side, use a table.



Gridlines make it easy to see where to put information.

Setting Up a Table

You want to set up columns of data that list your monthly income. These figures will be easy to read and manipulate if you present them in a table. You define the size of a table with the Insert Table command from the Document menu.

Before you begin

1. Close any open document windows.
2. Choose New from the File menu, if necessary.
3. Choose Show ¶ from the Edit menu, if necessary.

To insert a table

1. Choose Insert Table from the Document menu.

   Notice the measurement for Column Width.
2. Type *3* in the Number of Columns text box.

   Notice that Word automatically recalculates the column width when you change the number of columns.
3. Press Tab.

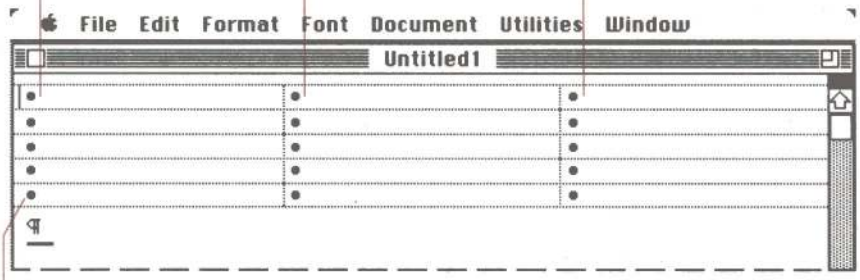
4. Type *5* in the Number of Rows text box.
5. Click the OK button.

Word divides the width of the text column equally among the three columns you defined.

You'll type the text for the left column here . . .

. . . text for the middle column here . . .

. . . and text for the right column here.



The cell mark designates the end of the cell contents, as a paragraph mark designates the end of a paragraph.

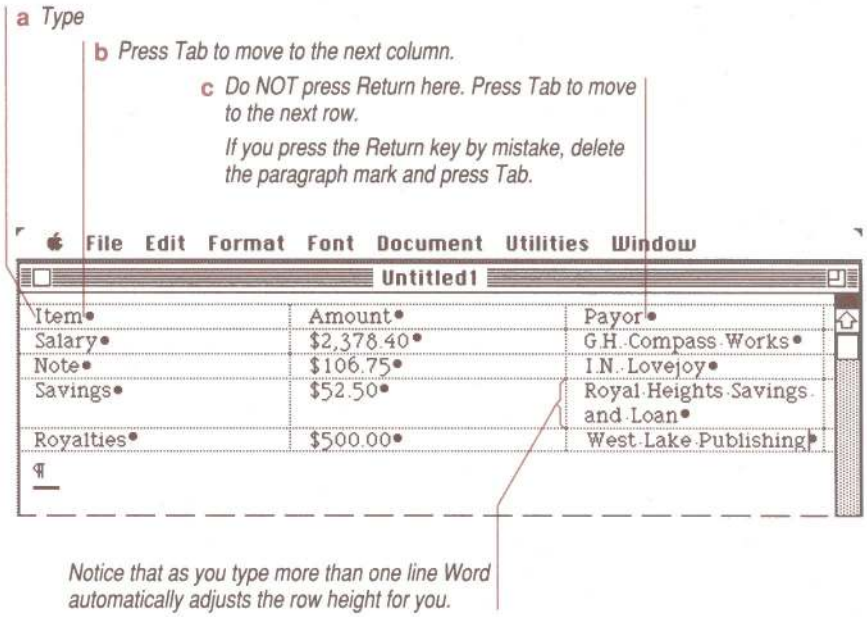
Typing Text in a Table

Now that you've set up the columns, type the income information.

To type text

- Type the text as shown in the following illustration.

  To move from cell to cell, click the mouse button or press the Tab key.

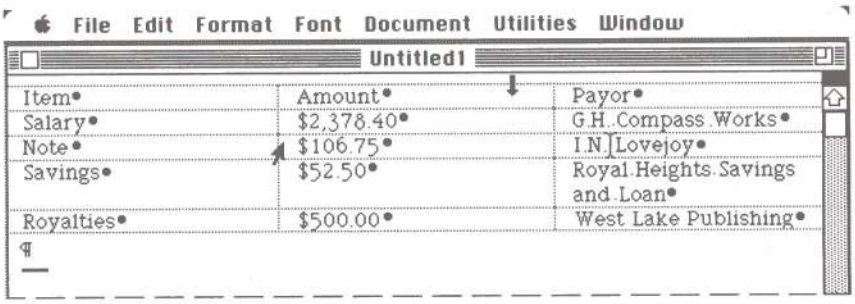


Selecting in a Table

Before you can adjust column widths, change the font for characters in a column, or change any other formatting in a table, you need to know how to select the part you want to work on.

Move the pointer slowly across the table to see what areas cause the different mouse pointers to appear:

The pointer changes shape in different areas of the table.



Practice selecting rows and columns, using the following table as a guide:

To select	With this pointer	Do this
Cell	↖	Click
Text within a cell	I	Click or drag
Row	↖	Double-click
Column	↖ or I	Press Option and click
	↓	Click
Entire table	↖ or I	Press Option and double-click

You can drag to select more than one cell, row, or column.

Adjusting Column Width

The table might be easier to read if the columns were a little narrower. You can adjust the column width by dragging markers on the ruler.

To change column width

1. Choose the Show Ruler command from the Format menu.

   Notice the ruler. In normal ruler scale, Word displays the indents (▶ ◀) for the column that contains the insertion point. If you move the indents, you move text inside the column, not the column itself, as when you move indents for a paragraph. To change column width, you need to change the ruler to table scale (T T T).

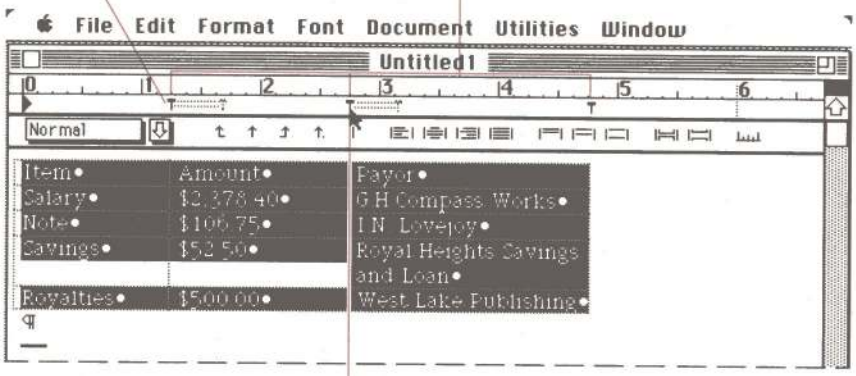
2. Click the ruler scale icon (⊔⊔) to see the column markers for the right edge of each column. Then follow the instructions in the illustration:

These marks show the boundaries for the columns.

a *Select the entire table (Option, double-click).*

b *Drag the left column marker to 1.25 inches.*

Notice that the middle and right columns also move.



c *Hold down the Shift key and drag the middle column marker to 2.75 inches.*

Notice that when you hold down the Shift key the other column markers do not move.

If you think the column width could be further improved, move the markers for each column until the table looks good to you. Remember, if you want to move one column marker independently of the others, hold down the Shift key as you drag.

Formatting Columns

You can apply any format to a cell that you can apply to a regular paragraph.

To set a decimal tab stop for a column

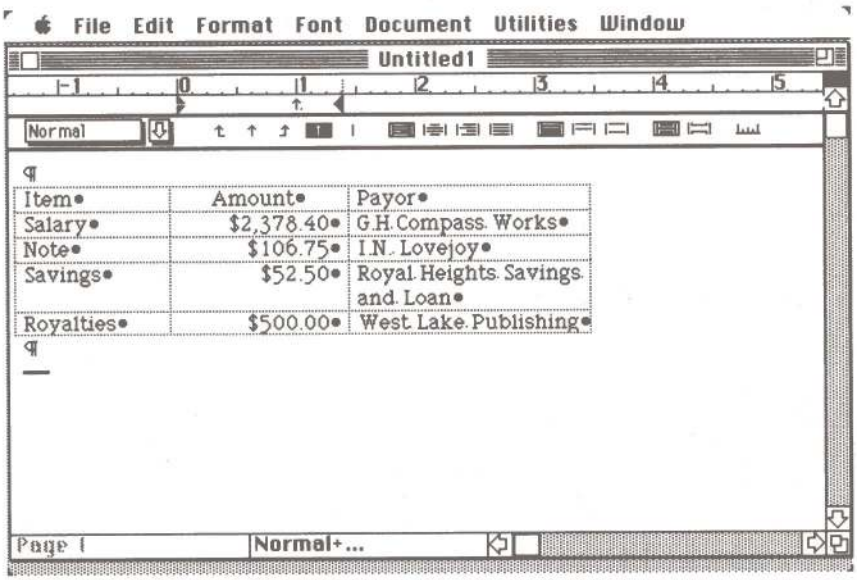
You'll want to format the cells in the Amount column so that the decimal points line up. You align the decimal points by setting a decimal tab stop for all the cells in that column.

1. Select the middle column (Option, click).
2. Click the ruler scale icon (⌊⌊⌊) twice to change to normal scale.

   Notice how the ruler changed.
3. Click the decimal tab icon on the ruler.
4. Click the 1-inch mark on the ruler to set the decimal tab stop there.

When you add a single decimal tab stop in a table cell, Word automatically aligns the decimals. You don't have to insert a tab character.

Remember that pressing the Tab key moves the insertion point from cell to cell. So, when you want to add tabs within a table, you press Option-Tab.



Creating a New Column

You can quickly insert a new column between two existing columns — without adjusting tab stops. Let's add a Pay Date column to the table.

To add a column

1. Select the Payor column.
2. Choose the Table command from the Edit menu.
3. Make sure Column is selected and click the Insert button.

   Notice that Word selects the new column so you can format it.

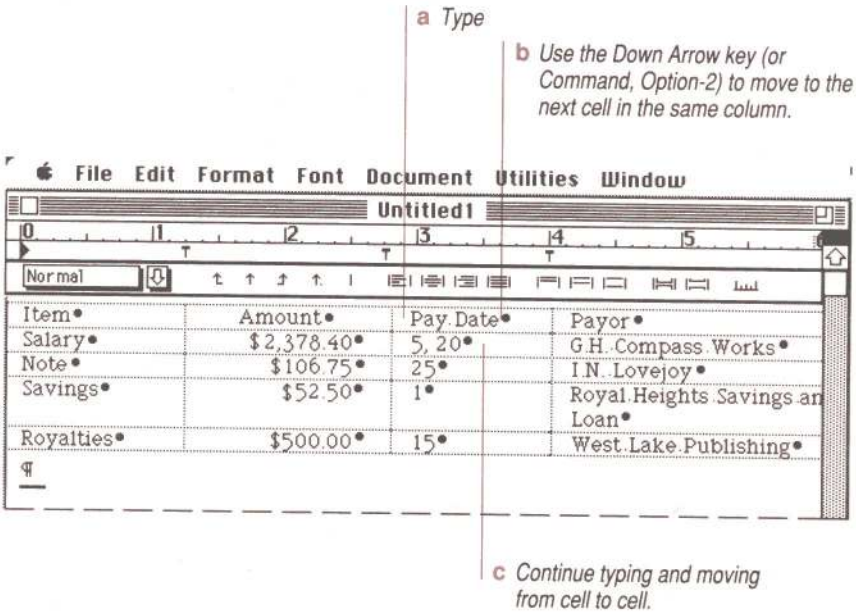
To change column width

Now change the width of the new column.

1. Click the ruler scale icon to change to table scale (T T T).
2. Drag the right column marker to 4 inches.

To type into the new column

1. Click to position the insertion point in the top cell of the new column.
2. Now type the following information into the column:



Adding and Centering a Title

You'll want to give this table a title. By inserting a single-cell row at the top of the table, you can add the title "Monthly Income" and center it over the whole table.

To insert a row

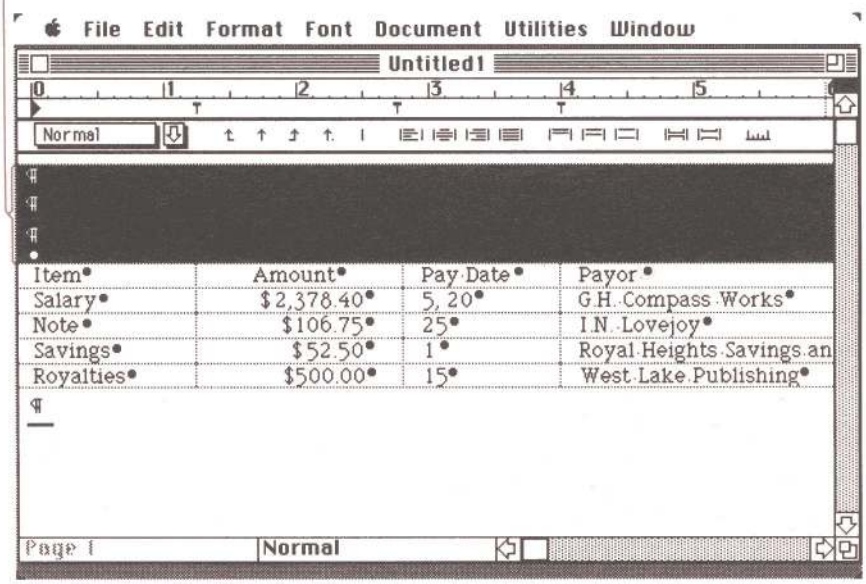
1. Select the first row by double-clicking in the selection bar.
2. Choose Table from the Edit menu.
3. Make sure Row is selected and click the Insert button.

To merge the cells

Since you want the title, "Monthly Income," to span all the columns in the table, you need to merge the four cells in the first row into one cell.

1. Make sure all the cells in the first row are selected.
2. Choose Table from the Edit menu again.
3. Make sure Row is selected and click the Merge Cells button.

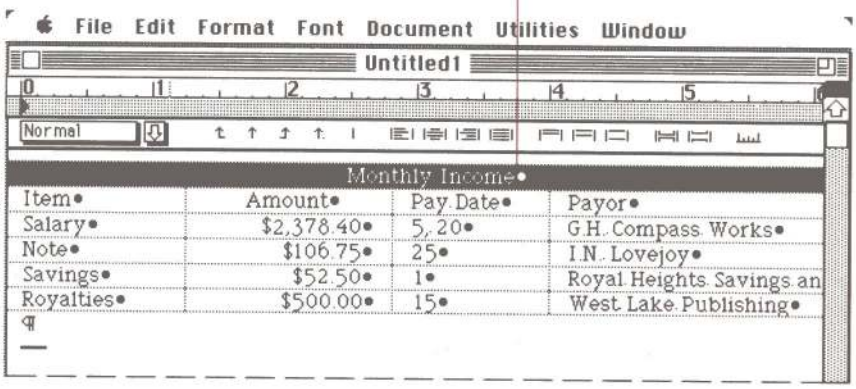
Word merges the four cells into one large cell.



To type and center the title

1. With the I-beam mouse pointer, select and delete the paragraph marks in the first row.
2. Type *Monthly Income*
3. Select the first row by double-clicking in the selection bar.
4. Click the ruler scale icon until you see normal scale (▶ ◀).
5. Click the centered icon on the ruler to center the title.

By merging cells, you can create a title that spans the whole table.



Changing Text into a Table

To copy your expense data

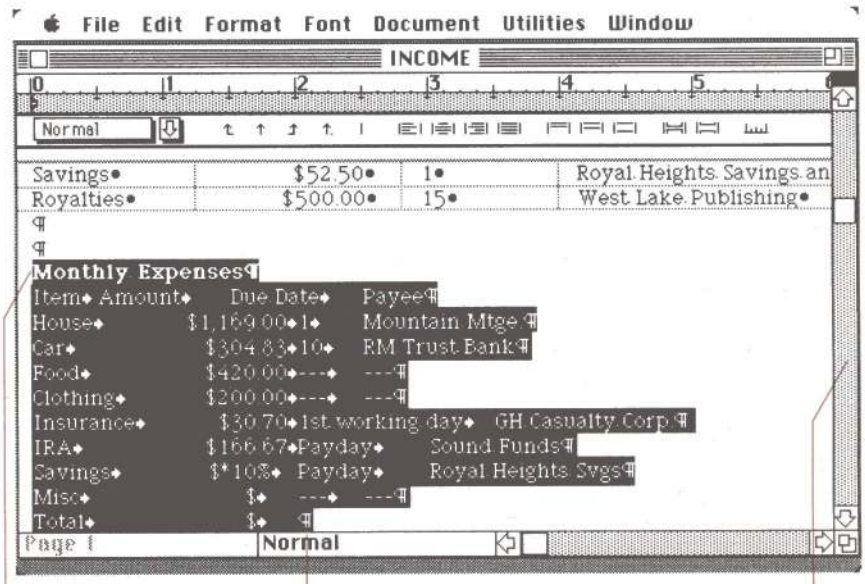
To determine how much income you have left over, include the monthly expense data in your document. These numbers are in a document in your Getting Started Documents folder. All you have to do is copy them into your document.

1. Choose Save As from the File menu.
2. Name your document INCOME and click the Save button.
3. Open the document named EXPENSES from the Getting Started Documents folder.
4. Select all the text in the EXPENSES document.
5. Choose Copy from the Edit menu.
6. Choose INCOME from the Window menu to display your document.
7. Position the insertion point at the end of your document.
8. Press Return twice to insert some space.
9. Choose Paste from the Edit menu to paste the text from EXPENSES.

To convert text with tabs

You probably noticed that the EXPENSES data you copied is disorderly and difficult to read. This is because it was set up with tab stops. You can fix that. Any information that is separated by tabs, commas, or paragraphs can be converted into a table. This is useful for information that is formatted using a previous version of Word, another word processing program, or another type of application.

1. Select all the text you just pasted, as shown in the following illustration:

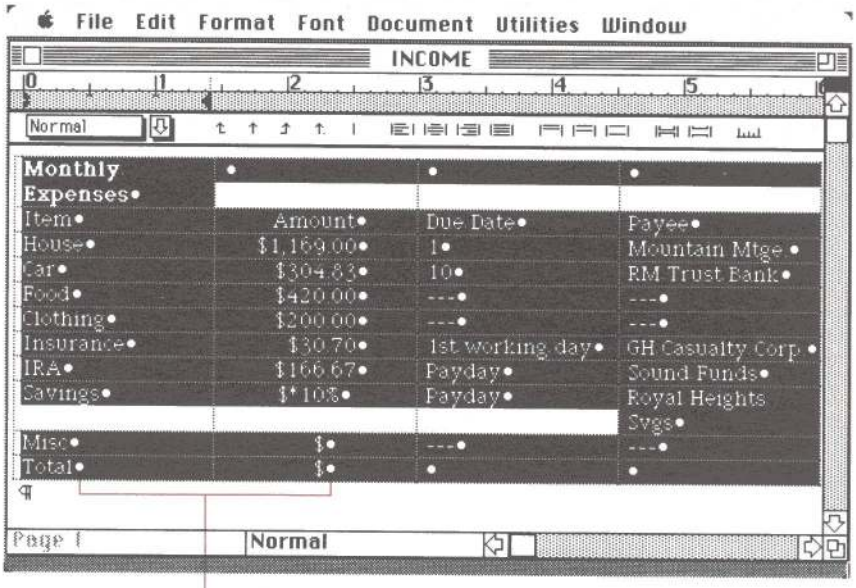


Select all text between here . . . *. . . and here.* *You may have to scroll to see all the text you just pasted.*

2. Choose Insert Table from the Document menu.

   Notice that Word automatically fills in the number of columns and rows for you.

3. Make sure Tab Delimited is selected and click the OK button.



Word converts tabs to cell marks when it creates the table.

You may want to format the table using the techniques you learned earlier.

Calculating with Word

When you combine its table and calculation features, you won't have to leave Word to do simple spreadsheet-type operations. For complicated calculations, you'll still want to use Microsoft Excel.

You'll want to fill in totals for your monthly expenses and income. To fill these in, you will practice:

- Adding a row at the end of a table
- Calculating amounts in columns
- Pasting the results into the table

Adding a Row for Totals

Before you calculate the amounts for income, you need to add a row for the totals. To add a row, press the Tab key when the insertion point is in the last cell.

To add a row

1. Position the pointer between the "g" in "Publishing" and the last cell mark in the Income table.
2. Press the Tab key.
3. Type *Total*

Calculating Amounts in Columns

To calculate total income

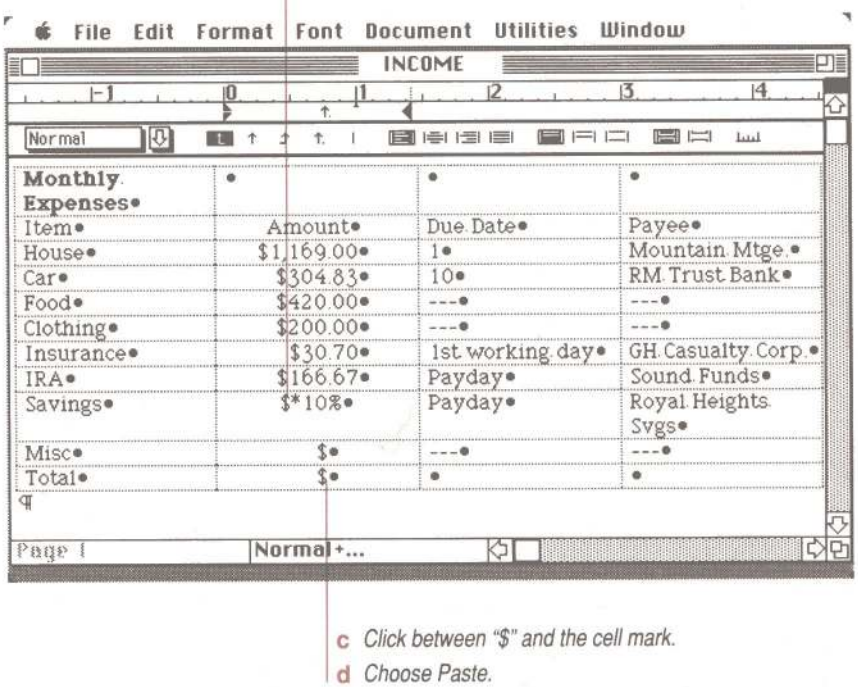
1. Scroll to display all the rows under "Monthly Income."
2. Select the Amount column (Option, click).
3. Choose Calculate from the Utilities menu.

   Word will add if you don't type an operator symbol. Notice that the lower-left corner of the window shows the result of the calculation. Word inserts a comma in the result.
4. When the page number display changes to "3,037.65," position the insertion point just before the cell mark in the Total row in the Amount column.
5. Choose Paste from the Edit menu.

You can now calculate other missing amounts.

To calculate savings

1. Scroll to display all the rows under "Monthly Expenses."
2. Paste the calculated total there, as shown in the following illustration:



3. Select the amount for Savings in the "Monthly Expenses" section, as shown in the following illustration:

Select only between "$" and the cell mark, as shown.

IRA•	$166.67•	Payday•	Sound Funds•
Savings•	$3,037.65*10%•	Payday•	Royal Heights Svgs•
Misc•	$•	---•	---•
Total•	$3,037.65•	•	•

"" means multiply by.*

"%" means percent.

4. Choose Calculate from the Utilities menu.

   Word can calculate multiplication (shown by *) and percentage (shown by %), as well as addition. Notice the result in the lower left of the window.

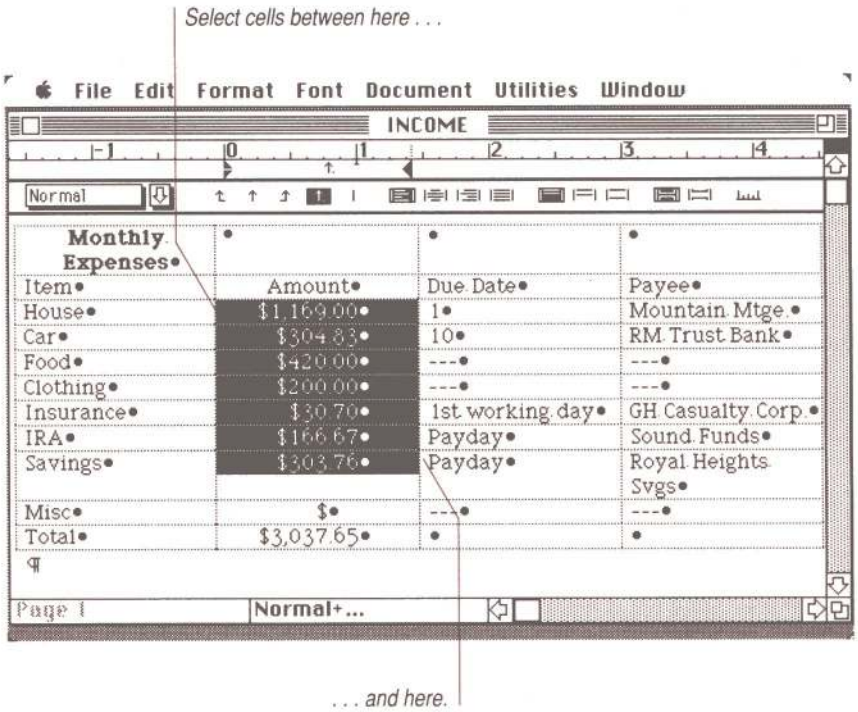
5. Choose Paste from the Edit menu.

   Notice that pasting replaces the selection.

Now you need to calculate how much income remains each month, after other expenses. This is the "Misc" category — money for having fun.

To calculate expenses

1. Select the cells in the Amount column by dragging, as shown in the following illustration:



2. Choose Calculate from the Utilities menu.
3. Paste the result after the dollar sign for "Misc" in the Amount column.

   This is the sum of your expenses, not the final amount for "Misc."

To calculate "Misc"

To find the correct amount for "Misc," you need to subtract $2,594.96 from your total income.

1. Insert a minus sign between the dollar sign and the "2" of "$2,594.96" for the "Misc" amount.
2. Select the cells for "Misc" and for "Total."
3. Choose Calculate from the Utilities menu.
4. Select the numbers, including the minus sign, for the "Misc" amount.
5. Choose Paste from the Edit menu.

To recheck the calculations for expenses

1. Select the cells in the Amount column for "Monthly Expenses," but not the "Total" cell.
2. Choose Calculate from the Utilities menu.
3. Compare the result shown in the lower-left corner of the window with the amount for "Total."

This final check is useful when you already have a sum for a column of numbers and want to check the math.

Turning Off the Table's Gridlines

Now that you've finished manipulating the table, hide the special characters so you can get a better idea of what the table will look like when printed.

To turn off table gridlines

- Choose Hide ¶ from the Edit menu.

For more information about calculating with Word, see "Math" in *Reference to Microsoft Word*. For more information about working with columns, see "Selecting," "Sorting," "Tabs," and "Tables" in *Reference to Microsoft Word*.

Chapter 10

Designing Document Pages

So far, this book has dealt with typing, editing, and formatting text. Another important part of a finished document is its overall appearance.

As you put the finishing touches on your documents, you'll want the flexibility to make last-minute changes. Word's page view and print preview features take all the guesswork out of printing the finished document just the way you want it.

- Preparing to Print Facing Pages 124
- Editing in Page View 129
- Printing Multiple Columns 131

Before you begin

1. Copy the Getting Started Documents folder to one of your working disks before you start Word.
2. Start Word.
3. Choose Full Menus from the Edit menu.

   Full menus remain active until you choose Short Menus, even if you quit Word.

If you want to switch back to Short menus:

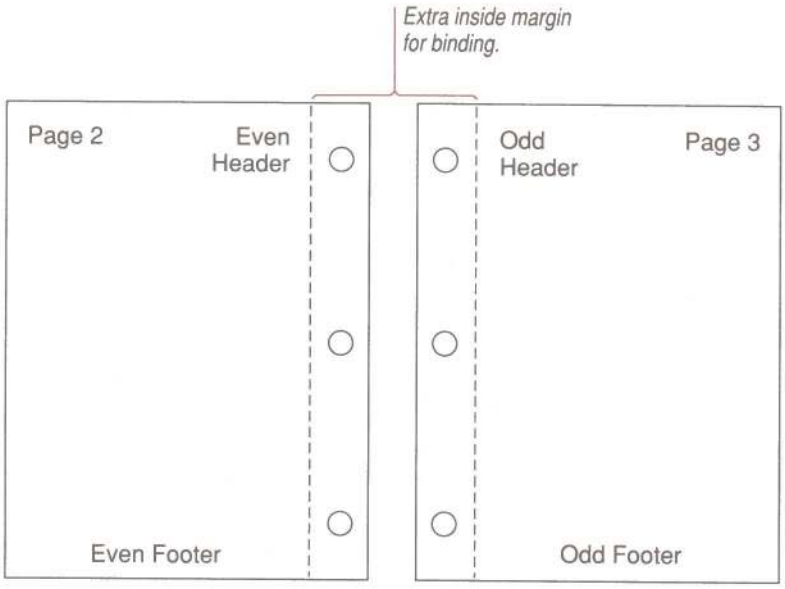
- Choose Short Menus from the Edit menu.

Preparing to Print Facing Pages

Reports, booklets, and other documents are sometimes printed on both sides of the page to reduce bulk and to save paper. To make the facing pages look their best, you change certain parts of the page:

- Margins
- Headers and footers

Formatting Facing Pages



In this practice, you will add these features to the document named OVERVIEW, which is in your Getting Started Documents folder.

Setting Margins

The OVERVIEW document was originally set up for making single-sided copies. OVERVIEW will become part of a larger package of documents that will be printed back-to-back and placed in a binder.

To prepare facing pages, you set up the pages so that one is a mirror image of the other and so that you have different headers for even and odd pages.

To set up facing pages

1. Open the document named OVERVIEW from the Getting Started Documents folder.
2. Choose Document from the Format menu.
3. Turn on Mirror Even/Odd Margins to initiate mirrored margins.

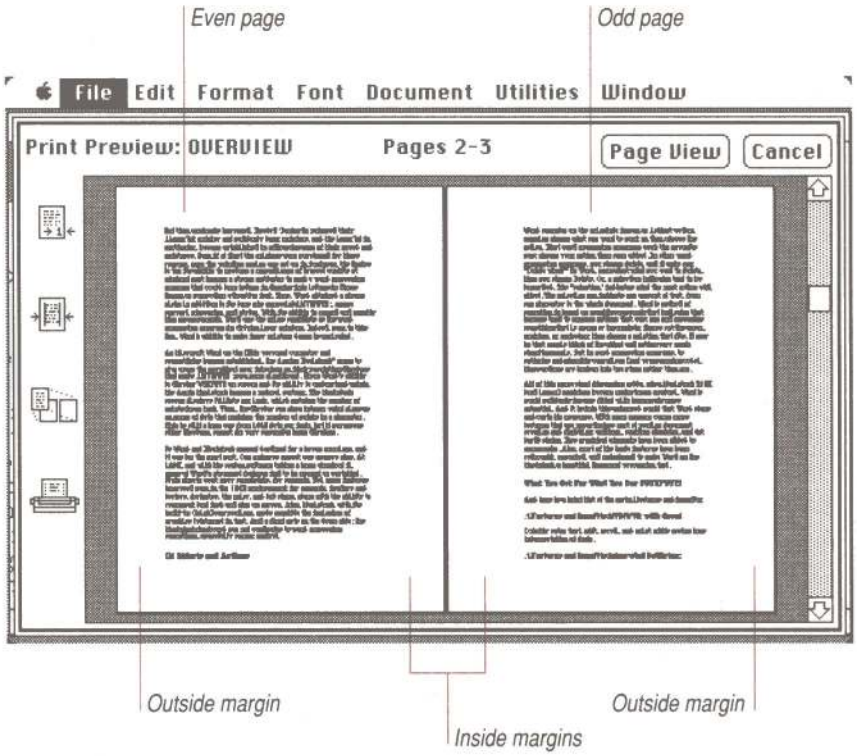
Notice that Left and Right Margins change to Inside and Outside.

4. Type 2 for the Inside Margin to make it wider to accommodate the binding.
5. Turn on Even/Odd Headers.
6. Click the OK button.

To see facing pages in print preview

1. Choose Print Preview from the File menu.

   Notice that the first page, an odd page, starts on the right.
2. Click the down scroll arrow to see the facing pages 2 and 3.



3. Click the Cancel button to exit print preview.

When you print the document, even-numbered pages will have a left margin (outside margin) of 1.25 inches and a right margin (inside margin) of 2 inches. Odd-numbered pages will have the opposite arrangement. When you copy the pages back-to-back, the wider margin will always appear next to the binding.

NOTE In Word, you set margins for the pages of a document once. These settings become the default margins for all pages of that document. If you want to vary the margins temporarily, even for a page or two, set new paragraph indents with the Paragraph command from the Format menu. You practiced setting indents in Chapter 5.

Setting Up Even and Odd Headers

For facing pages, you might want the title, the date, and the page number in opposite positions for even and odd pages. When you turned on the Even/Odd Headers option in the Document dialog box, Word replaced two commands on the Document menu with four new ones:

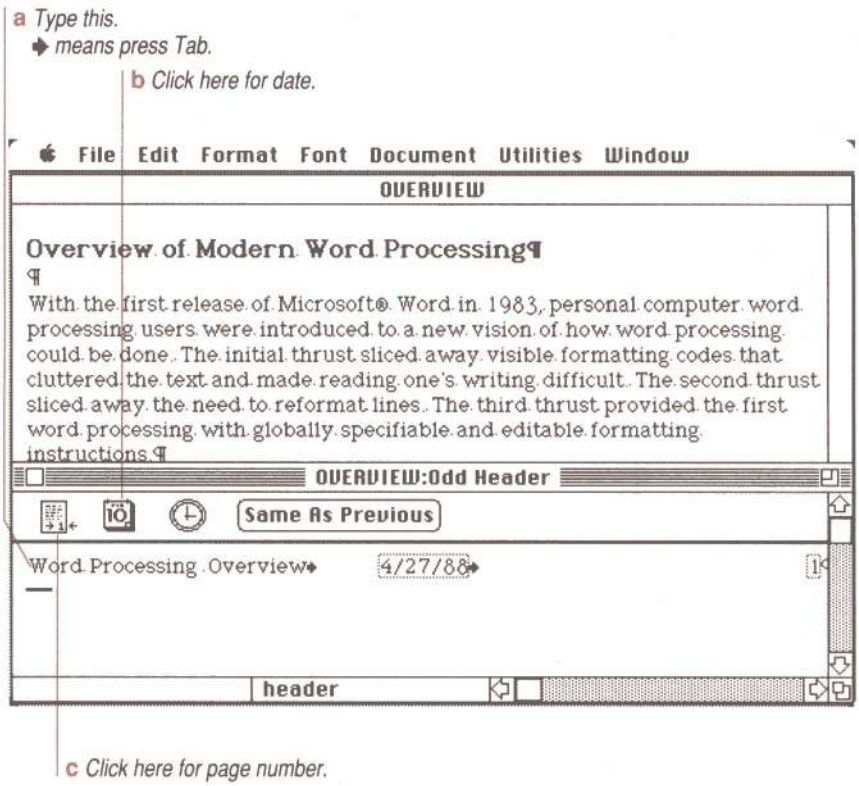
Even/Odd Headers off

Even/Odd Headers on

In the following practice, you will add odd and even headers to OVERVIEW.

To add odd headers

1. Choose Open Odd Header from the Document menu.
2. Fill out the odd header, as shown in the following illustration:



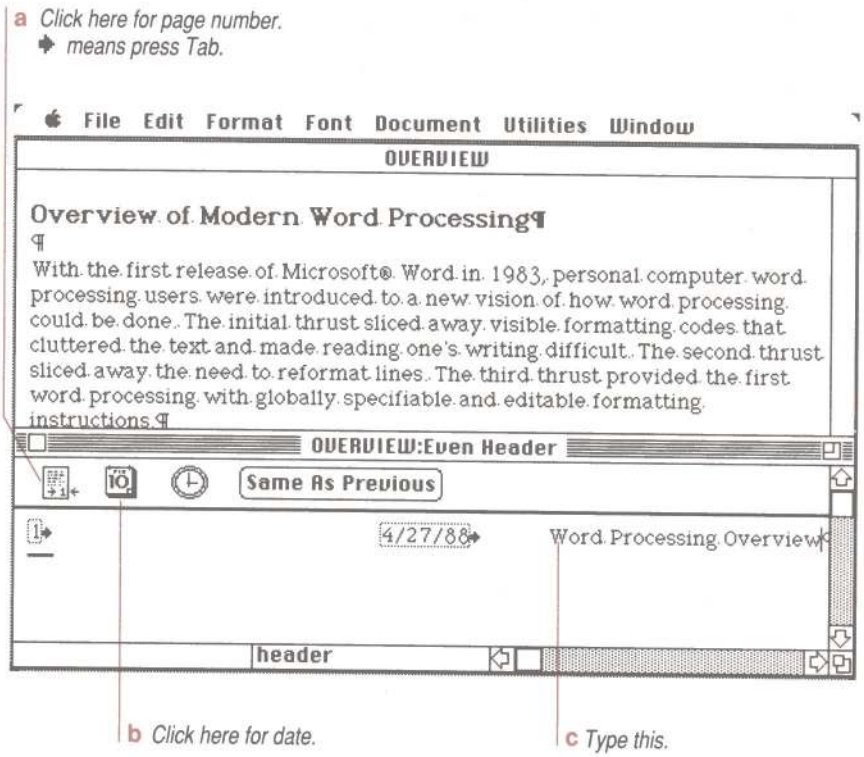
3. Click the close box.

To add even headers

1. Choose Open Even Header from the Document menu.

   Notice that the Even Header window shows the same text you just typed for the Odd Header. But, because you are setting up this document for facing pages, you'll want to type the contents of the even header so they mirror the odd header.
2. Select the proposed text in the header window.
3. Fill out the even header, as shown in the following illustration.

   Notice that the proposed text disappears when you start to type the new text.



4. Click the close box.

To check the results in print preview

Now, preview the facing pages and their headers in print preview.

1. Choose Print Preview from the File menu.

   Notice the extra inside margin space and that the even and odd headers are mirror images.

2. Click the Cancel button to exit print preview.

REMEMBER

To set up facing pages

1. Choose Document from the Format menu.
2. Turn on Mirror Even/Odd Margins.
3. Increase the size of the inside margin.
4. Turn on Even/Odd Headers.
5. Click the OK button.
6. Create odd and even headers.

For more information on what you've practiced in this section, see "Headers and Footers," "Margins," "Document Command," and "Printing Documents" in *Reference to Microsoft Word.*

Editing in Page View

When you design document pages, you often have last-minute changes in format, layout, and content. It's frustrating when what you see on your screen isn't what you get when it's printed. With other word processing programs, you can spend a good deal of time printing a page, spotting and fixing problems, and then reprinting the page. Now, with Word's page view, you see an actual-size view of each page. You can spot problems, make the change, and print right from page view.

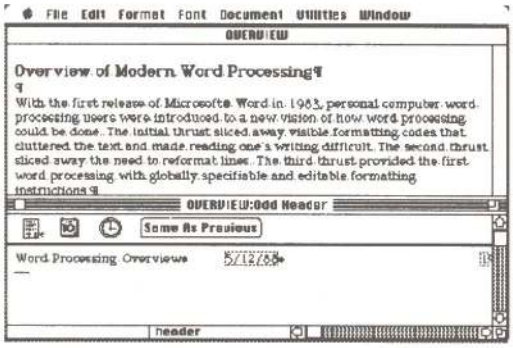
You edit in page view as you do in galley view. Galley view is the view you start with in Word. In galley view, elements such as headers and footers are displayed in separate windows. When you edit in page view, however, you see these and other elements in their actual positions on the page:

- Headers and footers
- Footnotes
- Multiple, snaking columns
- Fixed-position paragraphs and graphics

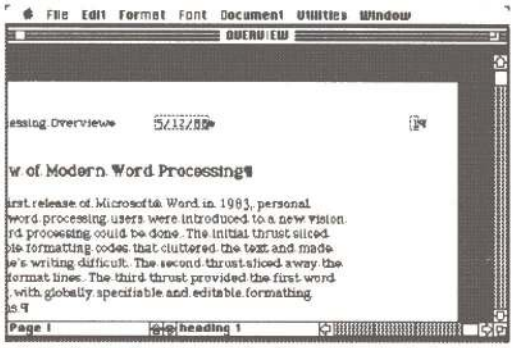
Page View or Print Preview?

When you previewed the facing pages in the previous practice, you used a previewing feature — print preview. With print preview, you saw a reduced-size view of one or two pages. Although you can't edit text in print preview, you can use page view and print preview together to give you total "What You See Is What You Get" (WYSIWYG) control over the printed page.

Create your document in galley view.

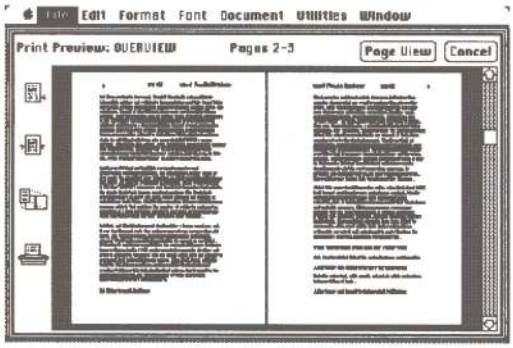


Fine tune it in page view.



Preview its layout in print preview.

Return to edit in page view as needed.



First, create your document in galley view as usual. Then use page view to see a close-up of elements on each page. (Unless you have a large screen, you'll see only a portion of the page at once.) Do your fine-tuning page-by-page in page view, where you can make adjustments and quick content touchups as you go. Next, when you're happy with how portions of the page look, preview the appearance of the entire page in print preview. Continue alternating between page view and print preview until each page is just the way you want it. Finally, print your document.

You'll learn about page view in the next practice as you use it to simplify setting up a document with multiple columns.

Printing Multiple Columns

The document OVERVIEW will look more like a magazine article if it is printed in two newspaper-like, snaking columns.

To set up two columns

1. Choose Section from the Format menu.
2. Type *2* in the Columns Number text box.

   Notice that 0.25 inch is in the Columns Spacing text box. This is the distance between the two columns.
3. Click the OK button.

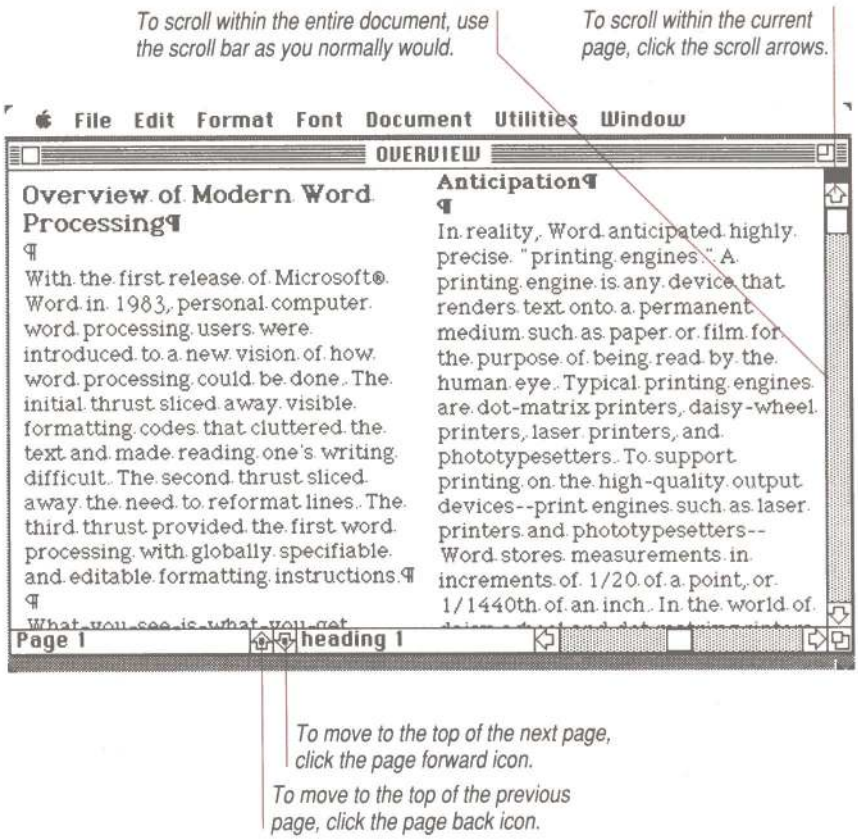
In galley view you see one long continuous column. In page view, you can see both columns side by side and continue editing.

To switch to page view

- Choose Page View from the Document menu.

To scroll in page view

- Practice scrolling to see your new two-column layout.



To edit text in page view

You can edit almost everything in page view — even the text in the second column. You may sometimes spot a way to improve the wording in your document as you're displaying it in page view. If the new wording causes page breaks to change, Word adjusts them automatically.

1. Scroll to the bottom of page 1.

   Notice the text in the last few lines.

2. Select the text in the second column: "the high-quality output devices — print engines"

3. Type *quality printers*

   Notice as you type that Word moves text back from the next page. In page view, Word automatically repaginates your document up through the current page when your editing causes text to overflow the current page.

Setting Up Multiple Sections

Now that you have seen the article in two columns, you might decide to print the title and the first paragraph in one column, and the rest of the article in two columns. In Word, you can change the number of columns within a page by starting a new section. In one section, the text will be formatted in one column; in the other section, it will be formatted in two columns.

One section of a document can differ from another section in the following ways:

- Number of columns
- Page numbering starting at a specific number or appearing in a different format
- Line numbering starting at a specific number
- Position of footnotes, headers, or footers

In the following practice, you will:

- Start a new section at a point you specify
- Specify the number of columns for each section

You'll do all your editing for this practice in page view.

To start a new section

1. Position the insertion point at the beginning of the second paragraph of text in the left column, beginning "What-you-see..." If you're not at the beginning of the document, click the page back icon and then drag the scroll box to the top of the scroll bar.
2. Hold down the Command key while pressing Enter.

   Notice that the Enter and Return keys are different.

   Notice that Word repaginates the page and displays a double dotted line indicating the start of a new section.

To format the first section as one column

1. Position the insertion point above the double dotted line.

   It is important to position the insertion point above the section mark to format the first paragraph as one column.
2. Choose Section from the Format menu.
3. Type *1* in the Columns Number text box.
4. Click the OK button.

   Notice the bottom left of your screen. P1 is page 1. S1 is section 1.

To format the second section in two columns

1. Click the page forward icon ( ) to move to the top of page 2.

   Notice the bottom left of your screen.
2. Click anywhere in the text.
3. Choose Section from the Format menu.
4. Select No Break from the Start box to indicate no page break between sections.
5. Make sure that Columns Number is 2.
6. Click the OK button.

   Notice the change on your screen. (You may have to scroll back to page 1.)

If you want to see the overall appearance of your layout, choose the Print Preview command from the File menu.

For more information about what you've practiced in this section, see "Columns," "Page Layout," "Page View," "Section Command," and "Sections" in *Reference to Microsoft Word*.

Chapter 11

Formatting with Styles

Styles make formatting convenient and easy.

- About Styles 136
- Defining a Style 140
- Applying a Style 142
- Basing One Style on Another 144
- Saving Styles 147
- Sharing Styles Between Documents 147
- Creating Template Documents 149

Before you begin

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2. Start Word.
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   Full menus remain active until you choose Short Menus, even if you quit Word.

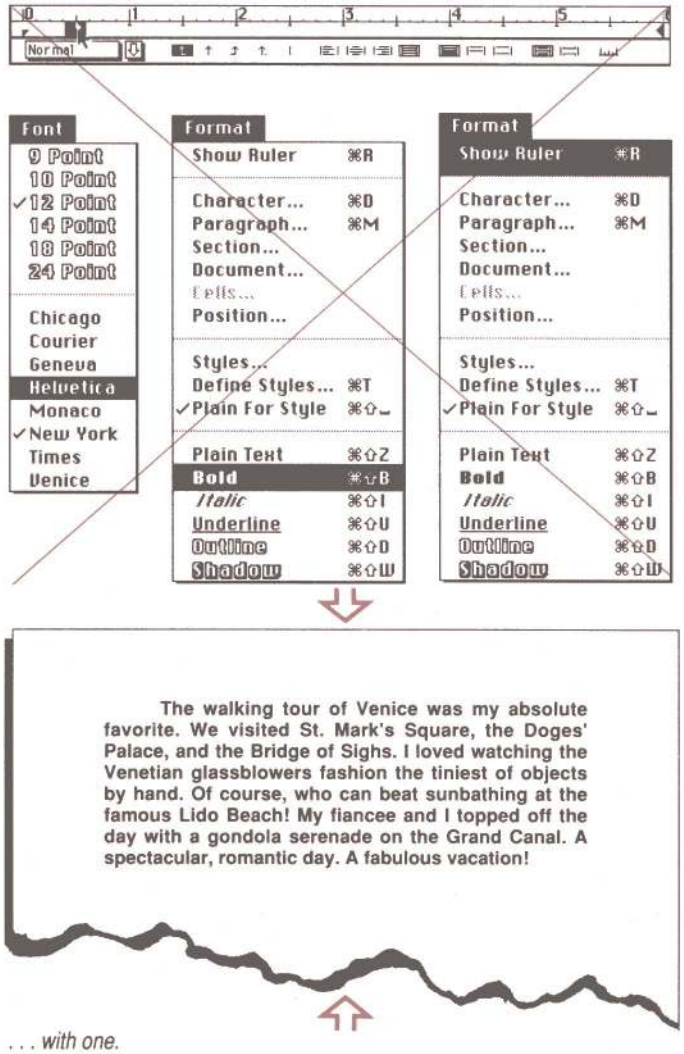
If you want to switch back to Short menus:

- Choose Short Menus from the Edit menu.

About Styles

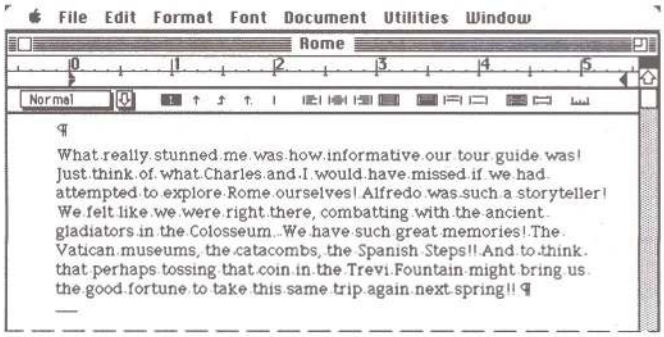
A style is a group of character and paragraph formats to which you assign a name. By using styles, you can choose many formats at once instead of choosing each format separately.

With styles, you can replace many formatting steps . . .

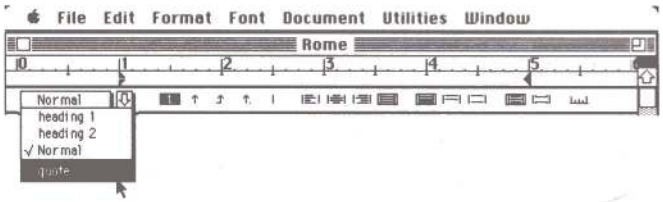


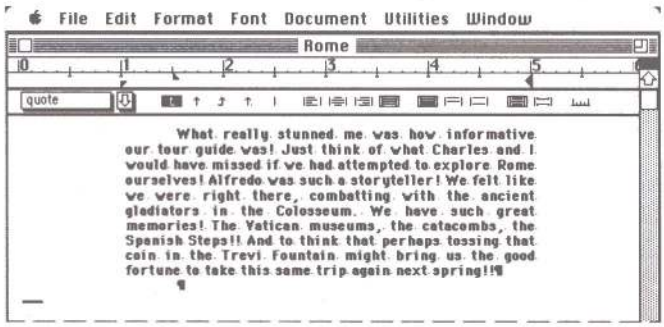
. . . with one.

Any time you want a paragraph to look the same way…

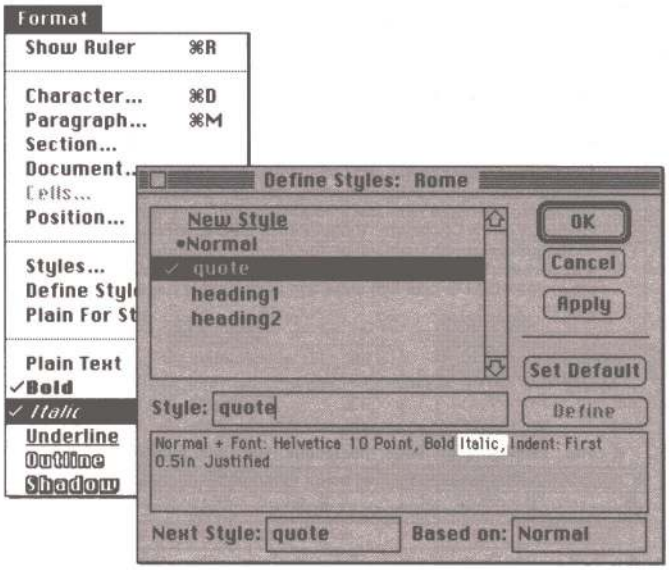


…apply the same style.

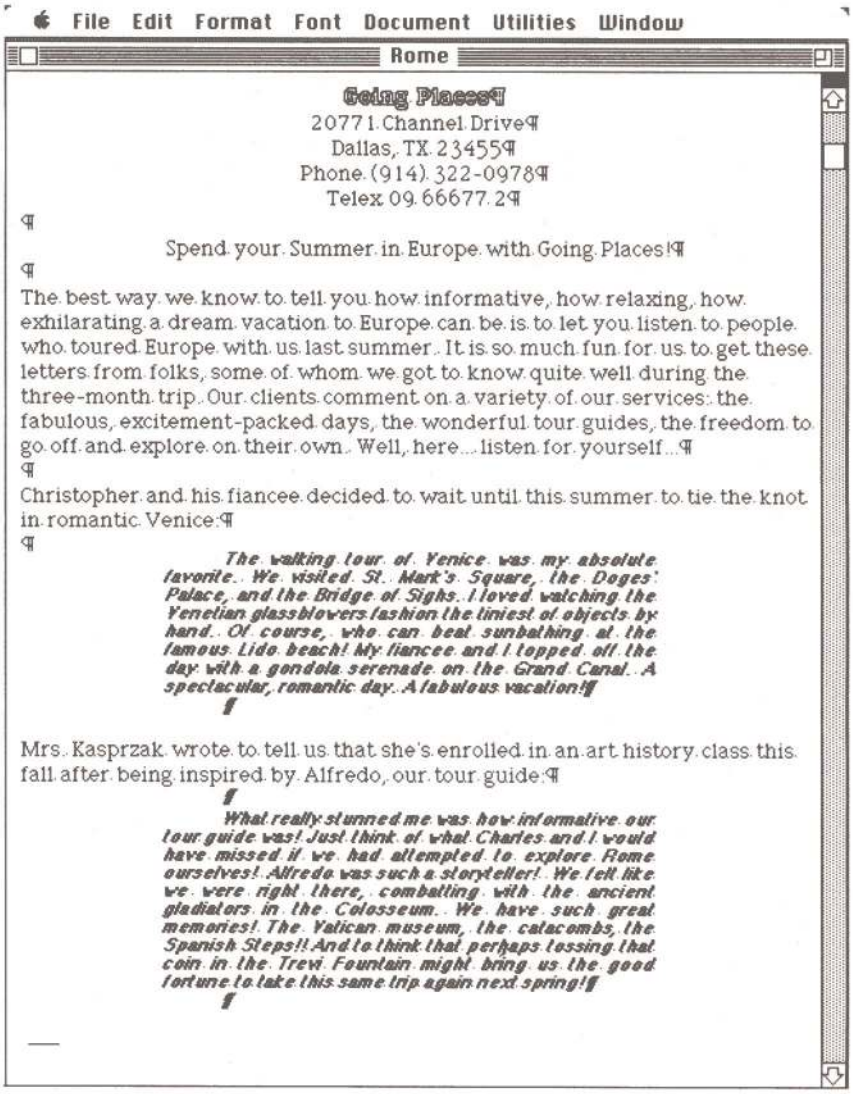




Any time you want to change a format, change the style.



Throughout your document, every paragraph with that style applied changes automatically.



The practices in this chapter will give you a better understanding of how styles work.

Defining a Style

In this practice, you'll define styles and apply them to a document called INTEROFFICE MEMO.

To define a style you:

- Format the paragraph
- Name the style

To format the paragraph

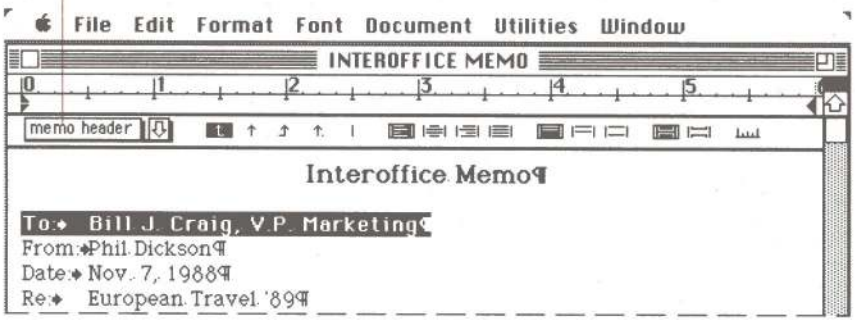
1. Open INTEROFFICE MEMO from the Getting Started Documents folder.
2. Select the first line of the memo header ("To: Bill J. Craig, V.P. Marketing").
3. Choose Geneva from the Font menu.
4. Choose Bold from the Format menu.
5. Choose Show Ruler from the Format menu, if necessary.
6. Set a left tab stop at the 0.75-inch mark on the ruler.

These are the formats for the style: "Geneva Bold, Tab stops: 0.75 in." When you format the paragraph first, you define the style by example. This is the easiest way to create a style.

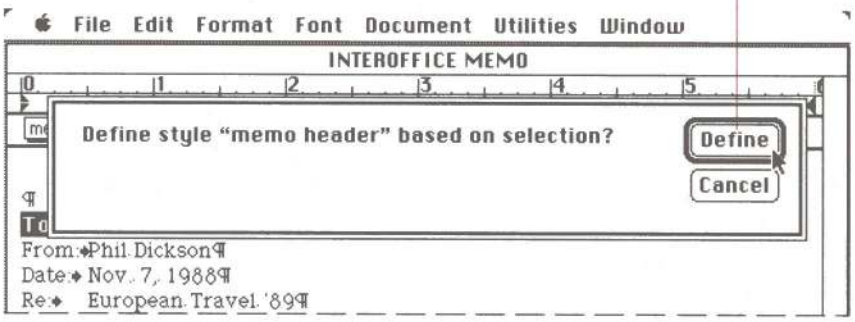
To name the style

1. Make sure the first line of the memo header is selected.
2. Make sure the ruler is displayed.
3. Click the style selection box on the ruler and type *memo header*
4. Press Return to record the definition.
5. Click the Define button to apply the style to the selection.

Click the style selection box to type a new style name.



Click here to define the formats of this paragraph as the new style.



REMEMBER *To define a style*

1. Format the paragraph.
2. Name the style by typing the name in the style selection box.
3. Press Return.
4. Click the Define button.

Applying a Style

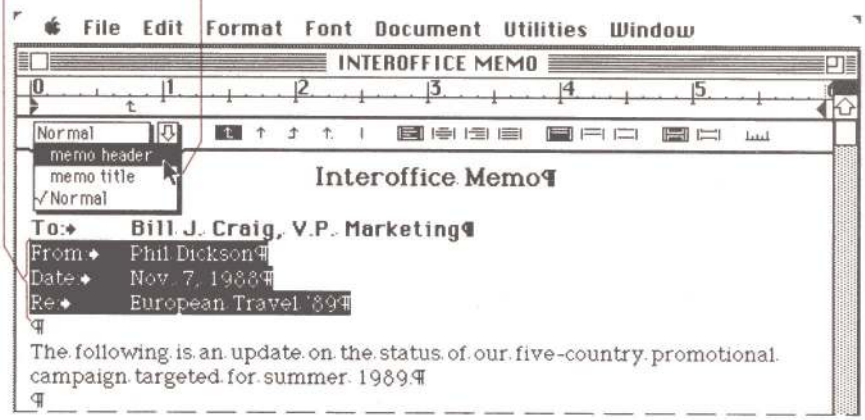
Now that you have defined a style, you can use it to quickly format other paragraphs.

To apply the style to the rest of the header

a *Select the remaining three lines of the memo header.*

b *Point to the arrow in the style selection box and drag to select the style "memo header."*

You see all the styles for your document by pulling down the style selection box as you would a menu.



Applying a Style to the Text

For more practice, define and apply another style.

To format the text

1. Select the first paragraph of body text.
2. Choose Geneva from the Font menu.
3. Choose Paragraph from the Format menu.
4. Click in the Spacing Before text box and type *12 pt* (approximately one line).
5. Click the OK button.

You've formatted the text. Now name the style.

To name the style

1. Type *memo body* in the style selection box on the ruler.
2. Press Return.
3. Click the Define button to define the style.

To apply the body style to the rest of the memo

1. Select the rest of the memo.
2. Pull down the style selection box.
3. Select the style "memo body."

Changing a Style

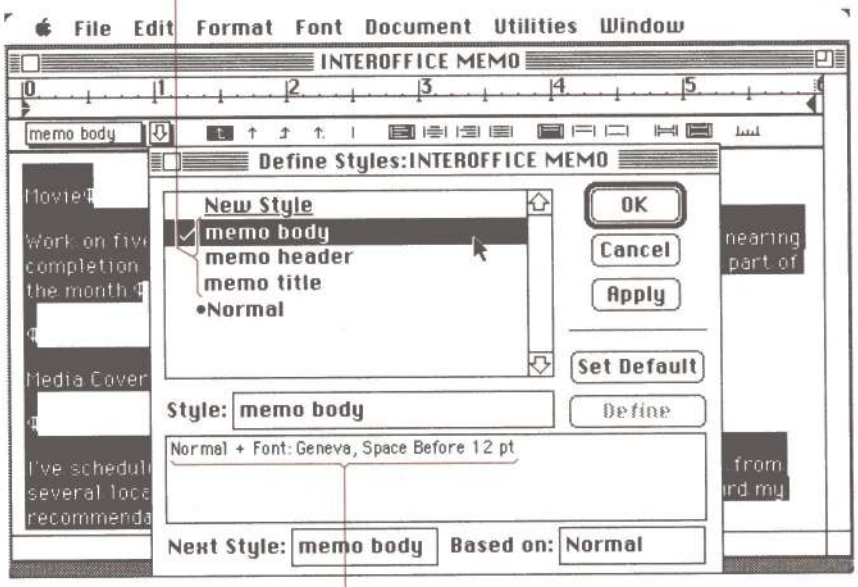
If your company decides to adopt a new interoffice memo style of indenting the first line of every paragraph, you don't have to scroll through your document and change every paragraph. You need to make only one change to the style you already created. Word automatically changes every paragraph with that style applied.

To change a style

1. Make sure the ruler is displayed.
2. Choose Define Styles from the Format menu.
3. Select the style "memo body" from the list box.

These are the styles you created earlier.

These are the same style names that appear when you pull down the style selection box from the ruler.



These are the formatting instructions for the style "memo body."

4. Drag the first line indent marker (upper triangle) to the 0.5-inch mark on the ruler.

   Notice how the formatting instructions change.

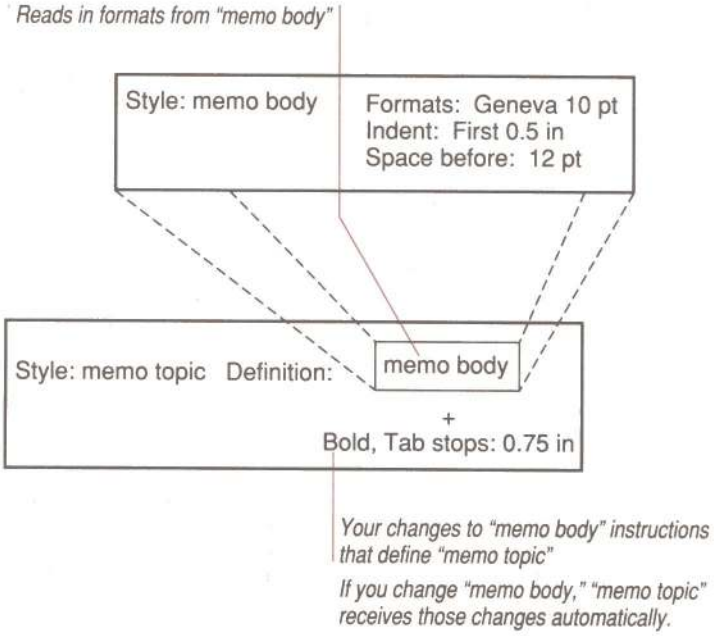
5. Click the OK button to change the style's definition and to apply the style.

Every paragraph with the style "memo body" is automatically indented 0.5 inch.

Basing One Style on Another

The topic headings in the memo (such as Brochure, Movie, and Media Coverage) look just like the body text. To make the headings distinctive, make them bold and flush with the left margin. You'll leave the font (Geneva) and the spacing between paragraphs as they are.

The style "memo body" already has the basic formatting you want for the topic headings. You want to keep the Geneva font and the 12 points between paragraphs. Rather than recreate these formats for the new style, you can base the new style on your previous style.



Now practice the "based on" method in the following example.

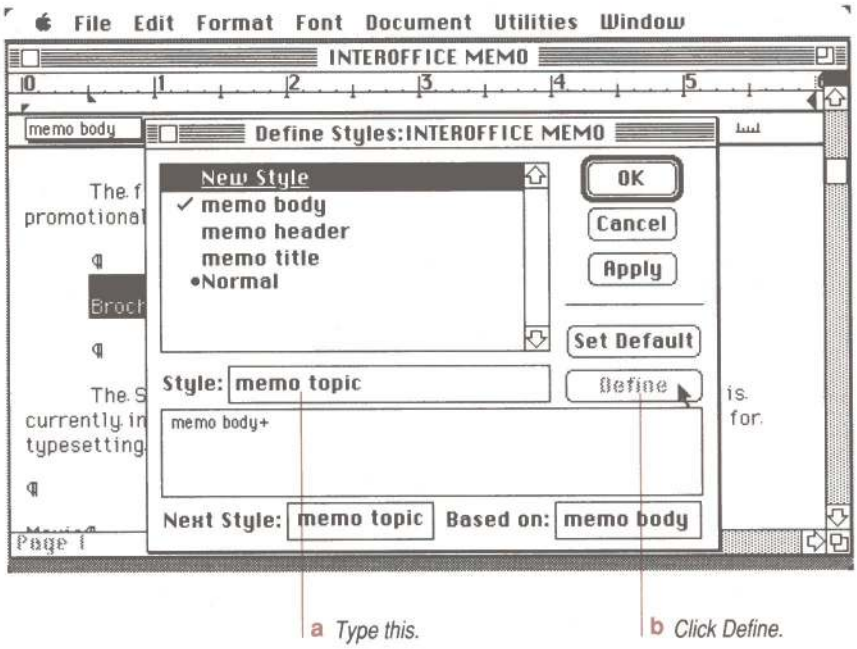
To define a style to use as a base

First, indicate which style to base your new style on:

1. Select the topic heading "Brochure."
2. Choose Define Styles from the Format menu.

   You'll do the next three procedures with the Define Styles dialog box open.

3. Fill in the dialog box as shown in the following illustration:



To add formats to the base style

The "memo topic" style will have all the formats from "memo body" plus formats you'll add:

1. Leave the Define Styles dialog box open.
2. Choose Bold from the Format menu.

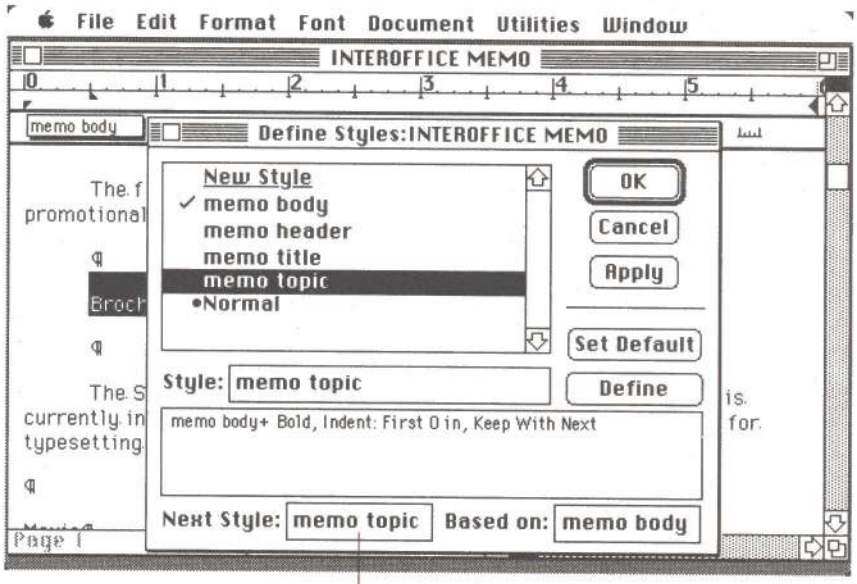
   Notice how the formatting instructions in the dialog box change.
3. Choose Paragraph from the Format menu.

   Note that the Define Styles dialog box is still open underneath the Paragraph dialog box.
4. Move the first line indent to 0 (zero) on the ruler.
5. Turn on the Keep With Next ¶ option.

   This tells Word to keep the heading on the same page as the following body text.
6. Click the OK button in the Paragraph dialog box to add these formatting instructions to the style definition.

To specify the next style

Before you leave the Define Styles dialog box, you'll want to accomplish one more thing. You can set it up so that whenever you apply the "memo topic" style to a paragraph, the next paragraph you type will automatically get the style "memo body." This means you don't have to change styles manually.



Unless you change the "Next Style," Word assumes you want the next style to be the same as the current style.

1. Select the style "memo topic" in the Next Style text box and type *memo body*
2. Click the OK button to exit from the Define Styles dialog box.

   Notice the change to the selected heading.

To apply the "memo topic" style elsewhere

Now, you can apply the "memo topic" style to other headings:

1. Select the next topic heading, "Movie."
2. Make sure the ruler is displayed.
3. Select the style "memo topic" from the style selection box on the ruler.

To apply styles with the keyboard

If you would rather use the keyboard for applying styles, you can use special Command (⌘) key combinations:

1. Select the next topic heading, "Media Coverage."
2. Press Command-Shift-S.

   Notice that the lower-left corner of the window displays the word "Style" instead of a page number.
3. Type *memo topic*

   Notice the lower-left corner of the window.
4. Press Return to apply the style.

   Notice the heading format.

Saving Styles

Word saves styles with the document. You'll want to save the styles you defined during these practices.

To save styles

- Choose Save from the File menu.

You've practiced many of the skills you need for using styles. You can continue to practice defining and applying styles to the sample memo if you want. You can also try defining and applying styles to your own work. Or, you can try the next practice in this chapter, which explains how to reuse styles in another document. The section after that shows you how to use styles to create a template document for memos.

Sharing Styles Between Documents

In the previous practices, you created several styles to format one memo. You can reuse styles defined for one document to format other documents, saving yourself time and effort. The following practice builds on what you did in the previous practices.

Before you begin

1. Click the close box to close the INTEROFFICE MEMO window.

   Closing unneeded windows keeps the screen uncluttered.
2. Choose New from the File menu to open a new document.
3. Choose Show Ruler from the Format menu.

To copy styles from another document

In this practice, you will type the text for a new memo header and format it with the styles you already created for INTEROFFICE MEMO.

1. Choose Define Styles from the Format menu.

   Notice the styles for the new document.

2. Choose Open from the File menu.
3. Double-click INTEROFFICE MEMO in the list box.

   Notice the style names added to the Define Styles list box.

To change the Next Style setting for "memo title"

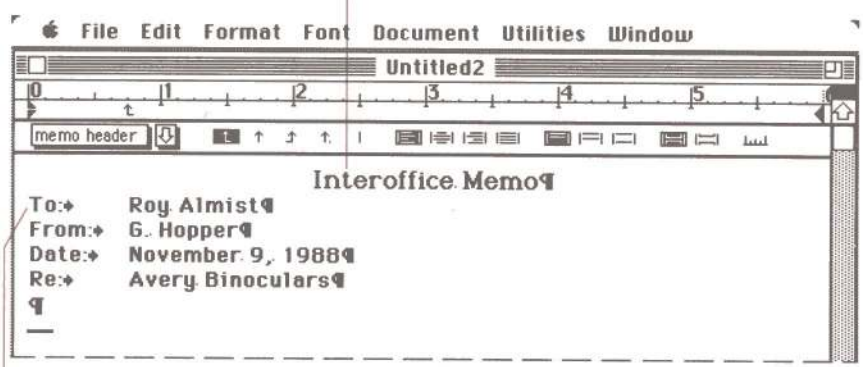
When you know the current style is needed for only one paragraph, you can set the style for the next paragraph in advance. To create memos quickly, give "memo header" as the Next Style name for "memo title." This means less time choosing styles and speedier creation of a memo. The style for the title has already been set up for you.

1. Select "memo title" in the list box.
2. Type *memo header* in the Next Style box.
3. Click the OK button.

To create the memo

1. Type *Interoffice Memo* and press Return.
2. Type the memo header, as shown in the following illustration:

➡ means press Tab.
¶ means press Return.
Formatted with the style "memo title."



When you start the next paragraph, Word automatically gives it the style "memo header."

3. Choose the style "memo topic" from the style selection box.
4. Type *Introduction* and press Return.
5. Type the following paragraph:

   We've been conducting a study of binoculars for use in our spotting and observation field work. The following report presents the results and recommendations.

   Notice the style name at the bottom of the window. Word automatically gives the paragraph the correct style, "memo body," because it is listed as the "Next Style" for "memo topic."
6. Press Return.

For more practice, you can continue working with this memo using the same techniques you've used in these steps. Or, you might want to write your own memo using these styles.

REMEMBER *To copy styles from another document*

1. Choose Define Styles from the Format menu.
2. Choose Open from the File menu.
3. Double-click the document that contains the styles you want to copy.
4. Click the Cancel button to close the dialog box.

For more information about using styles, see "Styles Command" and "Styles: Formatting the Easy Way" in *Reference to Microsoft Word.*

Creating Template Documents

To make memo creation quick and easy, set up a memo template document.

To create a template document

1. Open a new document.
2. Copy the memo styles from INTEROFFICE MEMO.

   See the previous section if you need a reminder.
3. Type *Interoffice Memo*
4. Apply the style "memo title."
5. Type the memo header labels, following each word by pressing Tab, and then Return: *To:*, *From:*, *Date:*, and *Re:*
6. Choose Save As from the File menu.
7. Name the document *Memo Template* and click the Save button.

To use the template

The next time you need to create a memo, follow these steps:

1. Choose Open from the File menu.
2. Double-click Memo Template in the list box.
3. Finish typing the memo header.

HINT Choose Show ¶ from the Edit menu to see where to place the mouse pointer to position the insertion point between the tab (➧) and the paragraph mark (¶).

4. Type the body text of the memo using the "memo topic" and "memo body" styles as needed.

   Because you copied the styles from INTEROFFICE MEMO into the template document, these styles are already a part of the document. You don't need to define them again.
5. After you type the memo, choose Save As from the File menu.
6. Type a name for the memo and press Return.

Word saves your new memo and leaves the Memo Template document as it was when you opened it, ready for the next time you need to create a memo.

To close without changing the template

If you change your mind about a memo you started with the template document and want to discard it:

1. Close the window.
2. Click the No button to avoid changing the template.

You can use this template method for other types of documents, such as letters or reports.

Chapter 12

Organizing Your Ideas

Outlining is a tool for organizing, writing, and viewing information. You can use outlining to:

- Structure information
- Selectively view major ideas and many levels of detail
- Create a document from an outline
- Reorganize a document
- Move quickly through a document

In this chapter, you will create and modify an outline.

- About Outlining 152
- Creating an Outline 153
- Understanding an Outline's Structure 154
- Changing Styles in an Outline 155
- Reorganizing the Document with the Outline 156
- Moving via the Outline 158
- Printing the Outline 159

Before you begin

1. Copy the Getting Started Documents folder to one of your working disks before you start Word.
2. Start Word.
3. Choose Full Menus from the Edit menu.

   Full menus remain active until you choose Short Menus, even if you quit Word.

If you want to switch back to Short menus:

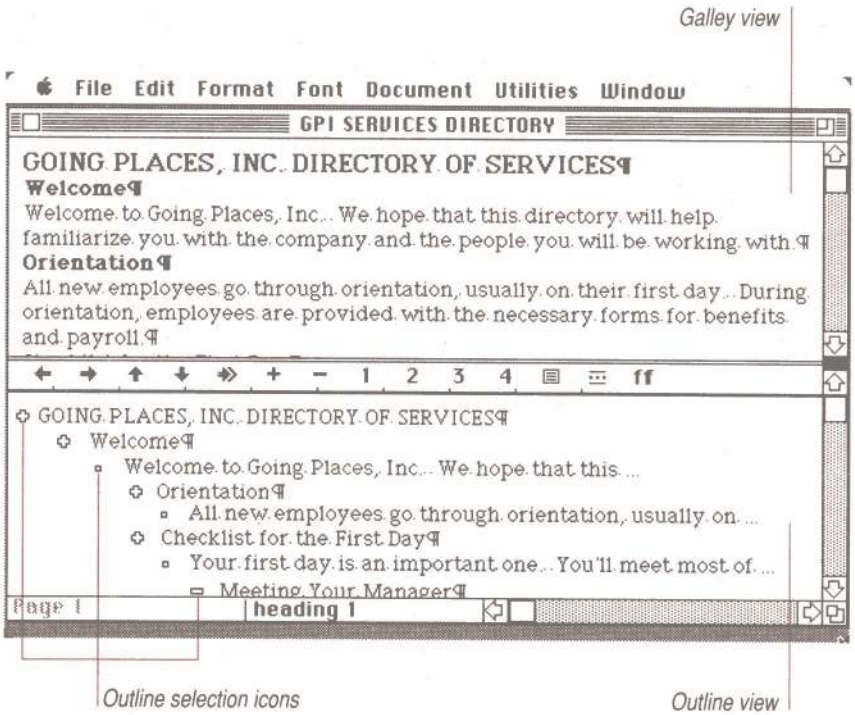
- Choose Short Menus from the Edit menu.

About Outlining

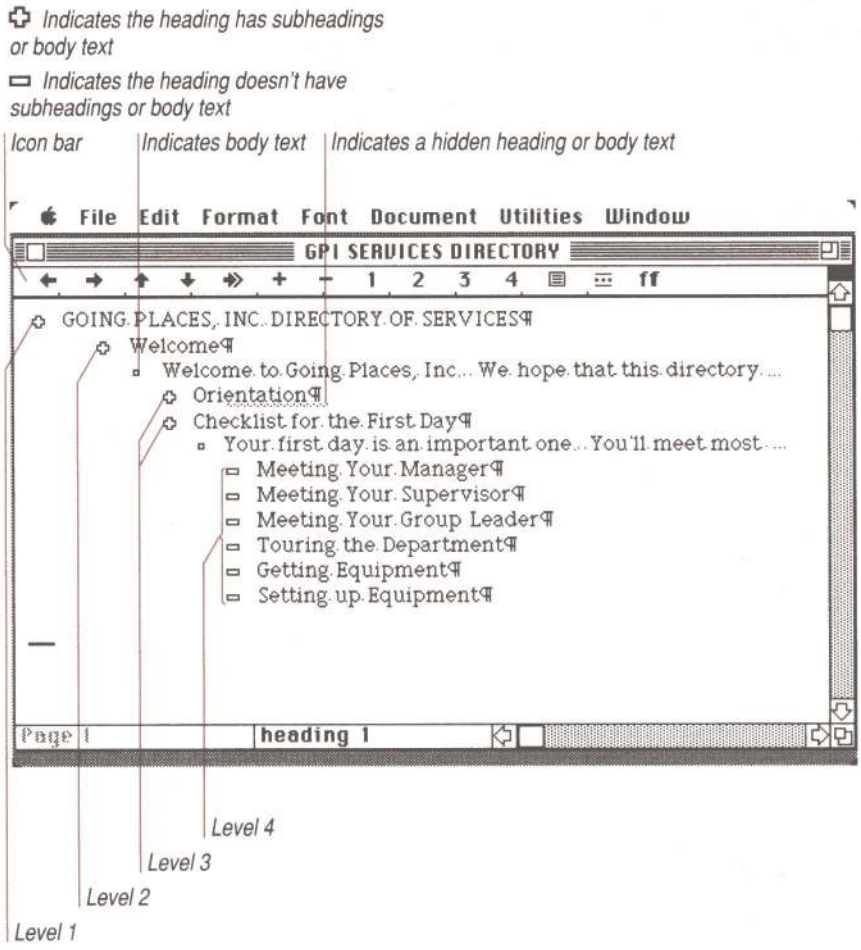
Outlining is another view of your document. You can use outline view to determine a document's structure. Galley view and page view are also views of your document. You typically use galley view for creating a document and page view for formatting elements in their actual positions on the page.

Just as you edit or format in galley view or page view, when you edit or format in outline view, you are changing the document. You can switch between galley view, page view, and outline view quickly and easily.

The following illustration shows galley view and outline view for a single document:



Before you begin the practice, study the following illustration, which introduces basic outlining terms.



Creating an Outline

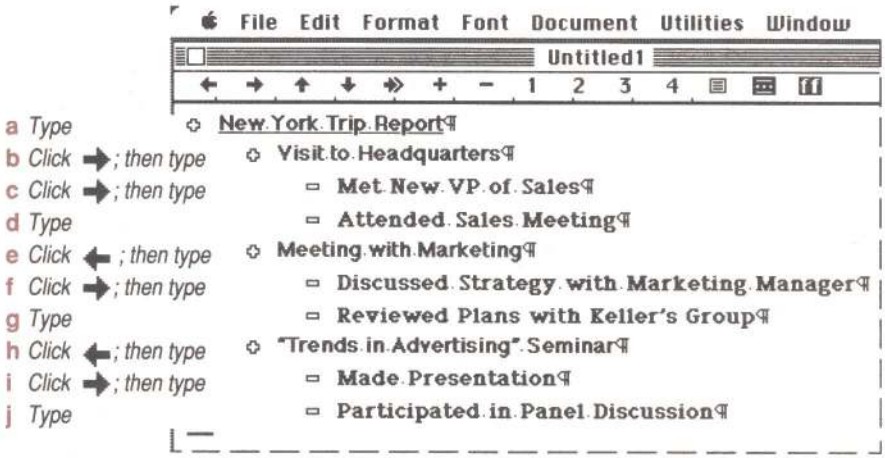
In this practice, you will create an outline for a trip report.

To open a new document in outline view

1. Open a new document.
2. Choose Full Menus from the Edit menu, if necessary.
3. Choose Outlining from the Document menu.

To type and structure the outline

- Type the outline as shown in the following illustration. Press Return at the end of each line.



As you type, Word adds outline selection icons to indicate whether a heading has subheadings.

The outline selection icon changes from a minus to a plus when you click ➡ to add a subheading.

Understanding an Outline's Structure

The more you understand the structure of an outline, the more flexibility you'll have in using outlines as you create your documents.

To select a heading and its subheadings

When you select a heading by clicking its outline selection icon, all its subheadings are also selected.

1. Position the pointer on the outline selection icon next to "Visit to Headquarters."
2. When the pointer changes to the move header icon (✥), click.

   Notice what's selected.

To collapse and expand subheadings

Now, collapse the subheadings by double-clicking.

1. Double-click the icon next to "Visit to Headquarters."

   Notice the dotted underline indicating collapsed subheadings.
2. Double-click the icon again to expand the subheadings.
3. Practice double-clicking next to other headings to expand and collapse their subheadings.

In an outline, subheadings are joined to their headings. It doesn't matter whether the subheadings are expanded or collapsed. If you select a heading, the subheadings are also selected; if you move a heading, the subheadings also move.

REMEMBER Click the outline selection icon to select a heading and its subheadings. Double-click the outline selection icon to collapse or expand the subheadings.

Changing Styles in an Outline

To see styles for heading levels

Every heading in your outline is assigned a level. These heading levels have styles in the default style sheet that Word attaches to all new documents.

1. Position the insertion point anywhere in the heading "Meeting with Marketing."
2. Notice the name "heading 2" at the bottom of your screen. This is the style name for that heading.
3. Repeat steps 1 and 2 to look at the other heading styles.

To hide formatting of heading styles

In outline view, the formatting for each of these heading styles is displayed.

1. Click the show/hide formatting icon (**¶**) in the icon bar.

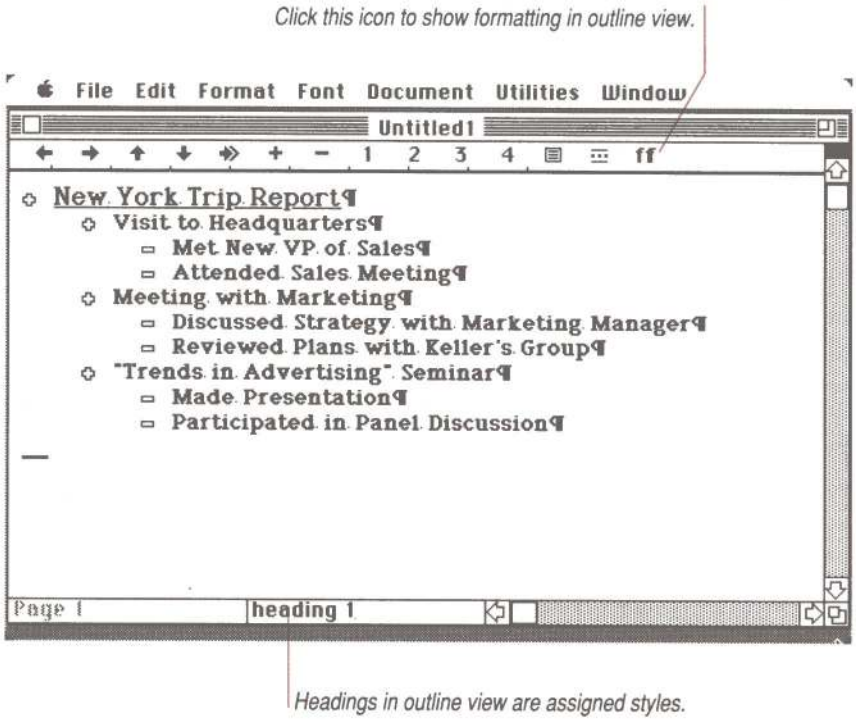
   Notice that the formatting disappears.
2. Click the icon again to redisplay formatting.

To change the heading style

You may want to change the style for certain headings to make them more distinct. To do this, you change the style definition in galley view as you normally would.

1. Choose Outlining from the Document menu to switch to galley view.
2. Position the insertion point in the heading "New York Trip Report."
3. Choose Define Styles from the Format menu.
4. Select the style "heading 1" in the list box.
5. Choose 14 point from the Font menu.

6. Click the OK button.
7. Choose Outlining from the Document menu to return to outline view.



If you want to collapse or expand to a certain level of heading throughout your outline, click the heading level you want (1 through 4) on the icon bar. To quickly expand all the headings in your outline, click the show all icon (▤).

For more information on how styles and outlining work together, see "Outlining" in *Reference to Microsoft Word.*

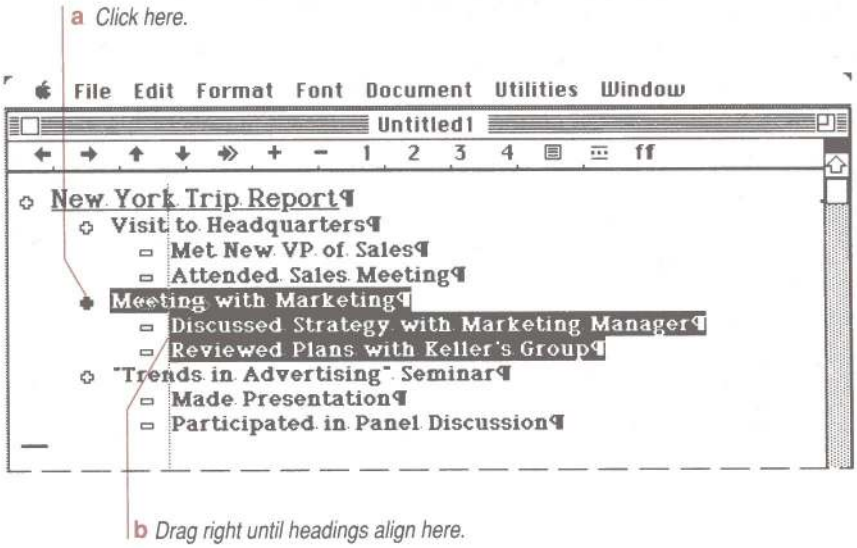
Reorganizing the Document with the Outline

The beauty of creating an outline lies in how easy it is to reorganize the document by moving headings in the outline.

To move headings and change their levels

After you study the outline, you might decide "Meeting with Marketing" and its subheadings fit better under the topic "Visit to Headquarters." Moving the heading and subheadings changes their heading levels.

1. Click the show all icon (▤) to make sure all subheadings are expanded. Then follow the instructions in the illustration.

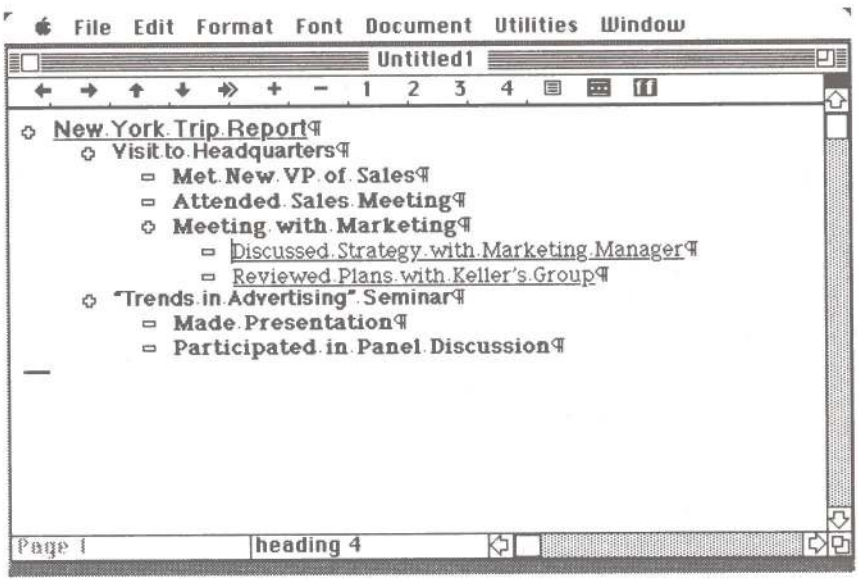


2. Click in the heading "Meeting with Marketing."

   Notice the heading level.

3. Click in the subheadings below "Meeting with Marketing."

   Notice their heading levels.



REMEMBER Drag a heading to the right to give it and its subheadings a higher level number; this is called demoting.

Drag a heading to the left to give it and its subheadings a lower level number; this is called promoting.

To move headings without changing levels

Your trip report would be better organized if you reported the seminar first.

1. Click the icon next to "Trends in Advertising Seminar."
2. Drag up until the horizontal line is above the heading "Visit to Headquarters."

   If you drag right or left by mistake, release the mouse button and try again.

REMEMBER Drag up or down to reorganize headings and subheadings without changing levels.

Adding Text for the Report

Once your outline headings are set up, it's time to add the text of the report. You can add text in outline view or in galley view.

To add body text in outline view

1. Position the insertion point at the end of "Discussed Strategy with Marketing Manager."
2. Press Return.
3. Click the ( ) icon to indicate the start of body text.

   Notice the outline selection icon for body text.
4. Type the following:

   Decided to run coupon campaign. Customers bring in coupon plus their current products (ours and competitors' or just competitors'?) and get new version for $50 instead of $250.

   Notice that Word wraps when you type in outline view, just as in galley view.

To collapse body text

- Click the show/hide body text icon ( ) in the icon bar.

  The body text is collapsed so that only the first line of text is displayed, followed by ellipses.

Moving via the Outline

For more practice, enter text for the "Participated in Panel Discussion" heading. To move there quickly, you can take a short cut.

To move quickly

1. In outline view, position the insertion point at the end of "Participated in Panel Discussion" and scroll so that the heading is at the top of the window.
2. Choose Outlining from the Document menu to return to galley view.

   Notice that Word automatically scrolls to that position in the document. This method of moving through text is especially useful in long outline documents.

To add body text in galley view

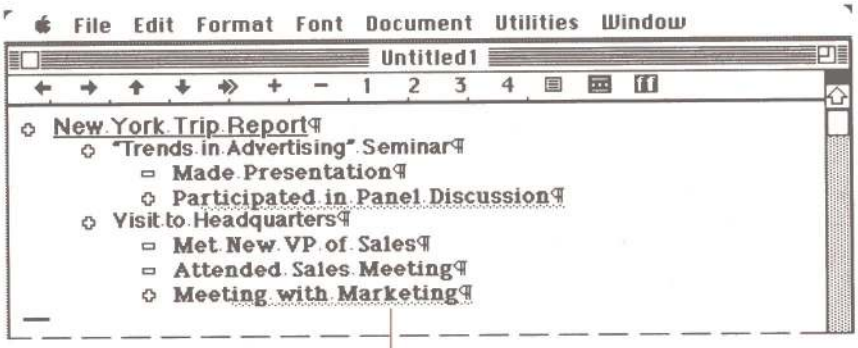
Now that you are at the topic, add the body text. This time do it in galley view.

1. Press Return.
2. Type the following:

   Advertisements have relied on four personalities to promote customer good will: glamour figure, common man, approachable sophisticate, and customer in control. The next generation of advertising will rely on child-like wonderment and awe, the discovery of the joys of curiosity and power. "This is the product that makes you wise yet maintains your innocence, makes you joyous yet opens your eyes to new possibilities, new worlds."

Printing the Outline

When you print an outline, Word prints only the expanded headings; that is, only those that are displayed (not hidden).



Gray underline indicates collapsed headings.

Lower-level headings and body text are hidden and not printed.

To print the outline

1. Choose Outlining from the Document menu.
2. Click 3 on the icon bar.
3. Double-click the icon next to "Trends in Advertising Seminar" to collapse its subheadings.
4. Choose Print from the File menu, and then click the OK button to start printing.

For more information about outlining, see "Outlining" and "Outlining Command" in *Reference to Microsoft Word.*

Chapter 13

Adding a Table of Contents and an Index

Before publishing the OVERVIEW document, your publisher wants you to compile a table of contents and an index.

In this chapter, you'll practice creating a table of contents and an index for OVERVIEW.

- Creating a Table of Contents 162
- Creating an Index 165

Before you begin

1. Copy the Getting Started Documents folder to one of your working disks before you start Word.
2. Start Word.
3. Choose Full Menus from the Edit menu.

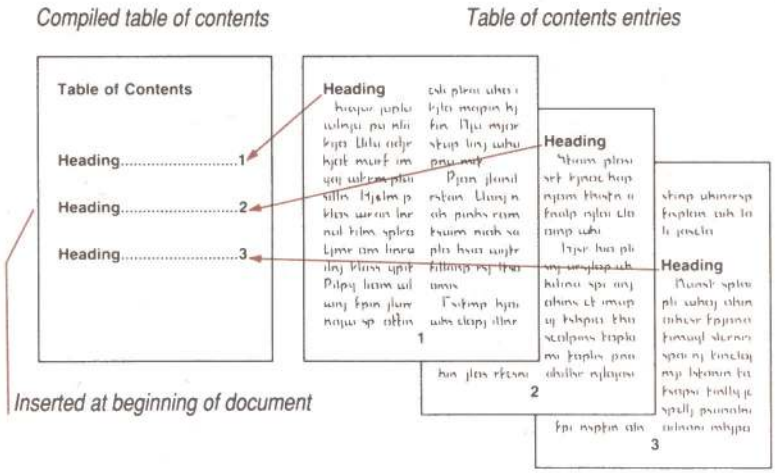
   Full menus remain active until you choose Short Menus, even if you quit Word.

If you want to switch back to Short menus:

- Choose Short Menus from the Edit menu.

Creating a Table of Contents

There are several ways to create a table of contents, all of which are described fully in *Reference to Microsoft Word*. This section describes the easiest method, using the outline of your document. To create the table of contents, Word collects the outline headings and adds page numbers to them.



Compiling a Table of Contents

The table of contents will be a list of your document headings, as shown in the outline, with their respective page numbers.

To preview the table of contents headings

1. Open the document named OVERVIEW from the Getting Started Documents folder.
2. Choose Outlining from the Document menu to switch to outline view.
3. Click the show all icon (▤).

To refresh your memory about outline view, see Chapter 12, "Organizing Your Ideas."

Outline view shows you the text of the headings in the document. The Table of Contents command collects the headings, pastes them at the beginning of the document, and adds the page numbers.

For now, you'll compile a table of contents that shows all the headings. Later, you'll compile a limited table of contents.

To return to galley view

Return to galley view before compiling the table of contents.

- Choose Outlining from the Document menu.

To compile a table of contents

1. Choose Table of Contents from the Utilities menu.
2. Make sure Collect Outline is selected.
3. Click the Start button.

   The process of collecting headings may take a few minutes.

   Notice the message on the screen.

   Notice the formatting of the table of contents.

Automatic Formatting

Entries collected by the Table of Contents command are formatted automatically by styles with the names "toc 1" through "toc 9." If this format is acceptable to you, you do not need to spend any extra time formatting a table of contents. If the formatting is not what you want, you can change it.

To reformat a table of contents

1. Select a level 1 entry (toc1).
2. Choose Define Styles from the Format menu.
3. Select "toc 1" in the list box.
4. With the Define Styles dialog box still open, choose commands from the Format menu to set new character and paragraph formatting and new tab stops.

   Use these commands as you normally do, clicking the OK button when you're finished with each dialog box.
5. Click the OK button in the Define Styles dialog box.

   The OK button defines and applies the style as it closes the dialog box.
6. Repeat these steps for one entry at each level you want to change.

Compiling a Limited Table of Contents

Some documents have many levels of headings. For these documents, the table of contents can become long and cumbersome, and often less useful than it might be.

You can limit the number of levels of headings that appear in a table of contents.

To compile a two-level table of contents

1. Choose Table of Contents from the Utilities menu.
2. Make sure the Collect Outline option is selected.
3. Type *1* in the From box.

   Notice what happened to the All and From options.
4. Press Tab.
5. Type *2* in the To box.
6. Click the Start button.
7. Click the Yes button when a message appears asking if you want to replace the existing table of contents.

Notice the difference from the previous table of contents you compiled.

REMEMBER

To compile a table of contents

1. Choose Table of Contents from the Utilities menu.
2. Make sure Collect Outline is selected in the Table of Contents dialog box.
3. Fill in the range of headings you want to include, if you want a limited table of contents.
4. Click the Start button.

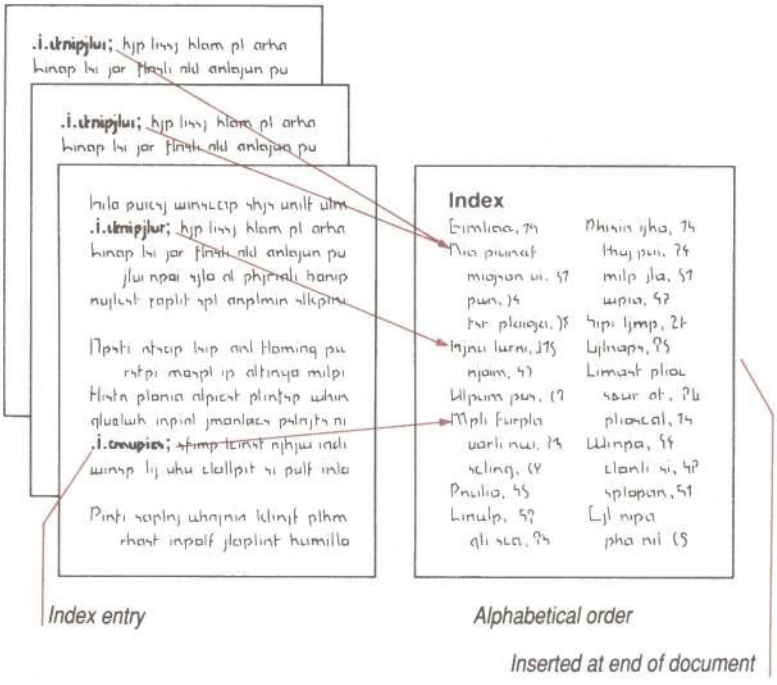
Creating an Index

OVERVIEW is a long document, and it would help your readers to have an index to help them find information about specific topics.

You can identify text that you want in an index; then have Word collect, alphabetize, and add the proper page numbers to your entries.

To create an index, you'll need to:

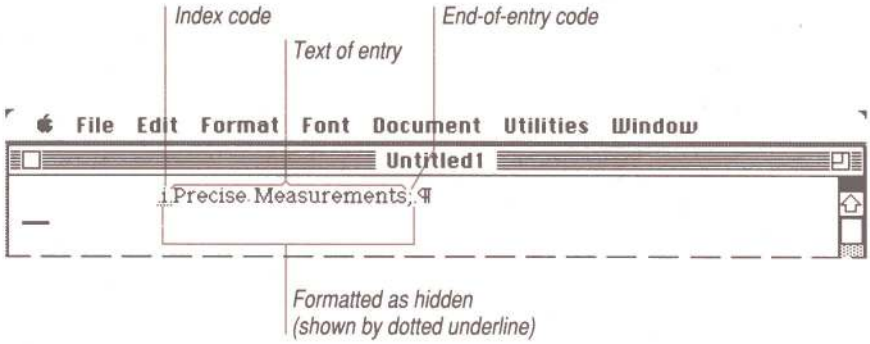
- Insert index codes into the document to identify text as index entries.
- Use the Index command to compile the index.



What Is an Index Code?

You indicate text you want in an index by inserting index codes. Index codes act as "begin" and "end" signals for text that will be collected by the Index command and placed in the index.

An index entry looks like this:



Compiling an Index

The OVERVIEW document has some index codes in it already. In the following practice, you'll add a few more codes, and then compile the index.

Before you begin

1. Open the document named OVERVIEW from the Getting Started Documents folder, if necessary.
2. Choose Preferences from the Edit menu.
3. Turn on Show Hidden Text, if necessary, so you can see the index codes as they are inserted.
4. Click the OK button.

To insert index codes

1. Select the text "print merge" near the end of the third paragraph.
2. Choose Insert Index Entry from the Document menu.

   Word inserts the index codes and formats them as hidden text.
3. Select the text "spelling" near the end of the third paragraph.
4. Choose Insert Index Entry from the Document menu.

To compile the index

1. Choose Index from the Utilities menu.
2. Click the Start button.

   Notice the message on the screen.

   Notice where Word scrolled.

Automatic Formatting

Index entries are formatted automatically by the style named "index 1." If this format is acceptable, you do not have to spend any extra time formatting an index.

To reformat the index

If the formatting is not what you want, you can change it:

1. Select an entry.
2. Choose Define Styles from the Format menu.
3. Select "index 1" in the list box.
4. With the Define Styles dialog box still open, choose commands from the Format menu to set new character and paragraph formatting and new tab stops.

   Use these commands as you normally do, clicking the OK button when you're finished with each dialog box.
5. Click the OK button in the Define Styles dialog box.

   The OK button defines and applies the style as it closes the dialog box.

For more information about indexing and indexing codes, see "Index Command" and "Indexing" in *Reference to Microsoft Word.*

Chapter 14

Customizing Menus

Word makes it easy to automate routine word processing tasks. You can arrange commands on menus any way you want. If you want to keep your fingers on the keyboard, you can assign keys to often-used commands. And, if you don't like the key assignments that came with Word, you can change them.

In Chapter 8, "Using Repeated Text: Glossaries," you created a glossary entry named "Letterhead" for the Going Places address. In Chapter 11, "Formatting with Styles," you created a style named "memo topic." Also in Chapter 11, you created a document named Memo Template for quick setup of memo format.

You can quickly access the glossary entry, style, or template by adding them to menus as if they were commands. This way, you won't have to go into a dialog box to find them. You choose them as if they were commands, and the action occurs instantly.

- Adding Commands to Menus 170
- Removing Commands from Menus 172
- Assigning Keys to Commands and Actions 173

Before you begin

1. Copy the Getting Started Documents folder to one of your working disks before you start Word.
2. Start Word.
3. Choose Full Menus from the Edit menu.

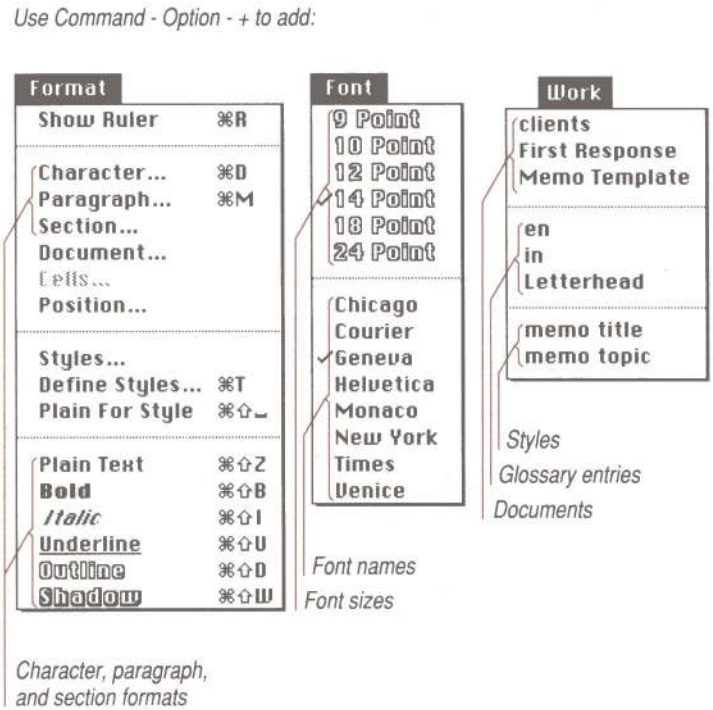
   Full menus remain active until you choose Short Menus, even if you quit Word.

If you want to switch back to Short menus:

- Choose Short Menus from the Edit menu.

Adding Commands to Menus

With Word's Add to Menu keyboard command, you can add commands, options, and other features to three menus, as shown in the following illustration:



If you create memos from a memo template document, adding the memo template to a menu can save time and effort. In this practice, you will add a document name, a glossary entry name, and a style name to the Work menu.

This chapter assumes that you saved a document named Memo Template in your Getting Started Documents folder during the final practice in Chapter 11, "Formatting with Styles."

To add a document name to the Work menu

1. Open a new document.
2. Hold down Command and Option while pressing plus (+). (You don't have to press Shift.) Press the plus sign on the main keyboard, not on the keypad.

   Notice the new shape of the mouse pointer.
3. Choose Open from the File menu.
4. Double-click Memo Template in the list box.

   Notice the new menu, called Work, in the menu bar.

To view the Work menu

- Pull down the Work menu.

  Notice that it contains one "command."

HINT If the document you want to add to the Work menu is currently displayed, you can press Command-Option-+ and click the window's title bar to add the document's name to the Work menu.

When you add the name of a document, a glossary entry, or a style, the name appears on the Work menu.

If you remove all entries from the Work menu, the menu name disappears from the menu bar.

To create a new memo

1. Choose Memo Template from the Work menu.
2. Fill in the header information and type the body of the message.
3. Choose Save As from the File menu to save the memo with a different name.
4. Print the memo.
5. To create another memo, close the current window, then repeat steps 1 through 4.

To add a glossary entry name to the Work menu

1. Open an existing document or create a new one.
2. Hold down Command and Option while pressing plus (+).
3. Choose Glossary from the Edit menu.
4. Select Letterhead in the list box.
5. Click Cancel.
6. Pull down the Work menu.

   Notice the new command and the dividing line.

To start a letter for the Going Places travel agency

1. Open a new document.
2. Choose Letterhead from the Work menu.

This is much faster than using the Glossary command.

To add a style name to the Work menu

1. Choose Memo Template from the Work menu.
2. Hold down Command and Option while pressing plus (+).
3. Choose Styles from the Format menu.
4. Select "memo topic" from the list box.

5. Click the Cancel button.
6. Pull down the Work menu.

Notice the changes. For a reminder of the divisions of the Work menu, review the illustration at the beginning of this chapter.

HINT You can also press Command-Option-+ and click the name of the style at the bottom of the window to add it to the Work menu.

To apply a style from the Work menu

Now, as you are typing a memo and need to apply a style to a topic heading in the text:

1. Choose "memo topic" from the Work menu.
2. Type the heading.
3. Press Return.
4. Continue typing the body text of the memo.

NOTE In Chapter 11 you defined the "memo topic" style with "memo body" in the Next Style text box. So, by putting memo topic on the Work menu, you can quickly apply the style to a memo topic and continue with the body text, saving several keystrokes per heading.

REMEMBER *To add commands to a menu*

1. Press Command-Option-plus (+).
2. Choose the command containing the item you want to add.
3. Select the item you want to add to the menus from the dialog box.

If you change your mind and decide not to add or remove a command, press Command-. (period) to cancel the command and see the regular mouse pointer.

If you want to add commands to menus other than the three default menus: Format, Font, or Work, you can do so with the Commands command from the Edit menu.

Removing Commands from Menus

Just as it can be convenient to add commands that you use often to menus, you may want to remove some commands that you seldom use. For example, by removing commands, you can shorten the Format and Font menus and keep them from appearing cluttered, especially if you've added items to them.

You can remove commands that you don't use from any menu. In this practice, you will remove one command each from the Format menu and the Font menu.

NOTE Be certain that you don't need the command before removing it. You can use the Commands command to restore the menu configuration.

To remove a Format command

1. Hold down Command and Option while pressing minus (–). Press the minus sign on the main keyboard, not on the keypad.

   Notice the new shape of the mouse pointer.

2. Choose Shadow from the Format menu.

   Notice that the command is below Outline.

3. Pull down the Format menu.

   Notice the change.

To remove a Font command

1. Hold down Command and Option while pressing minus (–).
2. Choose a font that you rarely use from the Font menu.
3. Pull down the Font menu.

   Notice the change.

NOTE After you remove fonts, you will not be able to see any new fonts you might add to your System on the Font menu. Choose List All Fonts from the Commands command dialog box to reset the Font menu.

REMEMBER *To remove a command from the Format, Font, or Work menu*

1. Press Command-Option-minus (–).
2. Choose the command you want to remove.

For more information about adding and removing commands from menus, see "Menus" and "Commands Command" in *Reference to Microsoft Word.*

Assigning Keys to Commands and Actions

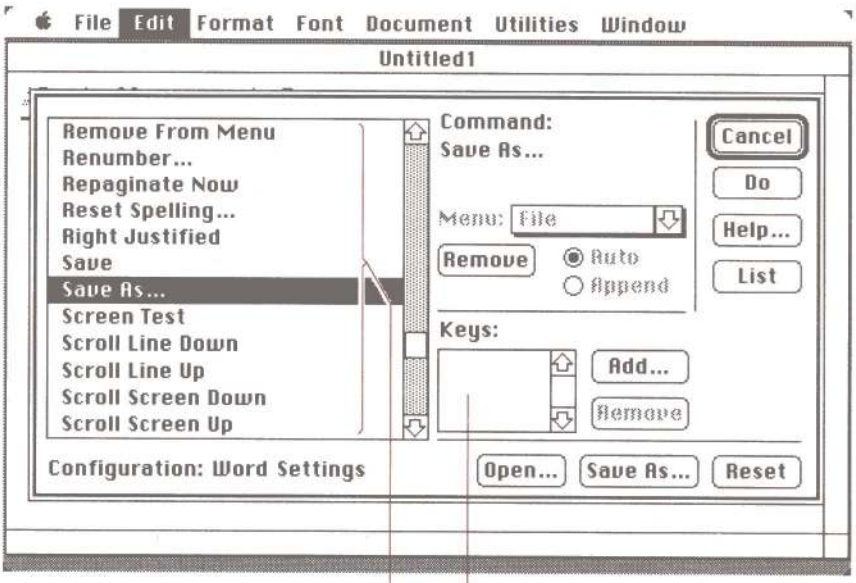
Many commands and actions you carry out with the mouse have keyboard equivalents in Word. You may already be using commands such as Command-C and Command-V instead of choosing Copy and Paste commands with the mouse.

If you like to work exclusively with the keyboard, you can choose the Commands command from the Edit menu to assign key combinations to commands or actions that previously didn't have keyboard equivalents. You can also reassign keys to suit your needs.

To assign keys to a command

You might want to use a few keystrokes the first time you save and name a document instead of using the mouse to choose the Save As command.

1. Choose the Commands command from the Edit menu.
2. Scroll the list box and select Save As.



Lists all the features, options, and actions you can select with a Word key combination or menu command.

Lists the key combination currently assigned to the selected action. The Save As command currently has no key combination assigned.

NOTE If you have an extended keyboard, the dialog box will display the Shift-F7 key combination for the Save As command. Choose another command to assign a key combination to, such as Insert Table.

3. Click the Add… button.

   Notice the message.
4. Press Command-semicolon (;).

   Notice the Keys list box.

To see other key assignments and close the dialog box

1. Select Save from the list box.

   Notice the keys assigned for the Save command.

2. Click the Cancel button to close the dialog box.

Practice saving with the new keys

Now, save and name your document without using the mouse.

1. Finish the letter you started for the travel agency, if necessary.
2. Press Command-semicolon (;).
3. Type TRAVEL MEMO.
4. Press Return.

The Commands command gives you the flexibility to completely customize the way you work with Word. For more information about using the Commands command, see "Commands Command" and "Menus" in *Reference to Microsoft Word.*

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